

OREGON DEPARTMENT OF JUSTICE



Oregon Domestic & Sexual Violence Services Fund (ODSVS) Grant Management Handbook 2013 - 2015

**Attorney General Ellen F. Rosenblum
Oregon Department of Justice
Crime Victims' Services Division
1162 Court Street NE
Salem, OR 97301- 4096
503-378-5344**

The Oregon Domestic & Sexual Violence Services Fund (ODSVS) Grant Management Handbook discusses program requirements and restrictions relating to the administration of all ODSVS grant awards funded through the Oregon Department of Justice - Crime Victims' Services Division (DOJ CVSD). It is expected that this Handbook will provide grant recipients with an ongoing reference for the duration of the grant period. This Handbook is meant to supplement and serve as a reference to the ODSVS 2013-15 Grant Agreement. The Grant Agreement includes all grantee obligations.

This Handbook is downloadable in PDF format at the DOJ CVSD Website: <http://www.doj.state.or.us/victims/odsvs.shtml>

The minimum system requirements to open electronic documents are:

- Microsoft Windows 2000, XP, or Vista;
- Microsoft Excel 97 or later; and
- Adobe Reader 6 or later (to download a free version of Adobe Reader, go to: www.adobe.com/products/acrobat/readstep2_allversions.html. In order to align with the reporting compatibility issues within the CVSD grant unit, we recommend downloading Adobe Reader 10.1.2).

Note: The *Handbook* makes frequent reference to the *Joint Non Competitive Request for Applications 2013-15* ("Joint RFA" or "RFA") and the *ODSVS Grant Agreement*. Grantees can find copies of each in the E-Grants Forms menu. This *Handbook* does not include any grant-related forms. All forms are available through the DOJ CVSD E-Grants system.

For more information, please feel free to contact:

Fund Coordinator: Becky Smith
Crime Victims' Services Division
Department of Justice
1162 Court Street NE
Salem, Oregon 97301-4096
Phone: (503) 378-6248
FAX: (503) 378-6974
E-mail: rebecca.f.smith@doj.state.or.us

Revised as of March 2013 for the 2013-15 biennium: This revision supersedes all previously issued ODSVS Policy & Procedure materials

TABLE OF CONTENTS

SECTION 1: ODSVS Grant Award Purpose and Eligibility

A. Authorized Purpose and Priorities	Page 4
1. ODSVS Funding Purpose	Page 4
2. ODSVS Funding Objectives and Priorities	Page 4
3. Allocation and Awards	Page 5
B. Eligibility and Program Requirements for ODSVS Grantees	Page 6
1. General Eligibility	Page 6
2. Effective Services	Page 6
3. Meaningful Access to Services	Page 7
4. Sexual Assault Services	Page 7
5. Trained Staff, Volunteers & Board	Page 7
6. Good Fiscal Management.....	Page 7
7. Data and Outcome Reporting.....	Page 8
8. Compliance with State & Federal Laws	Page 8
9. Confidentiality Policies and/or Procedures.....	Page 9
10. Demonstrated Community Support	Page 9
11. Planning	Page 9
12. Culturally Competent and Accessible Services.....	Page 9

SECTION 2: ODSVS Grant Award Management & Operations Guidelines

A. Introduction	Page 10
B. Guidelines for Employee Management	Page 10
1. Staff Issues	Page 10
2. Criminal History Verification	Page 11
C. Guidelines for Contractual Services	Page 11
D. Guidelines for Travel & Training	Page 11
1. Travel Expenses	Page 11
2. Training Related Travel.....	Page 11
3. Training Outside of Oregon	Page 12
E. Guidelines for Allowable Costs & Services	Page 12
F. Guidelines for Unallowable Costs.....	Page 13

SECTION 3: Reporting Requirements

A. Overview	Page 14
B. Reporting Requirements	Page 14
1. Submitting Reports	Page 14
2. Report Due Dates	Page 14
3. DHS Monthly Statistical Reporting	Page 15
4. Quarterly Financial Reports	Page 15
5. Semi-Annual Narrative Reports.....	Page 16
6. Reporting on Outputs & Outcomes	Page 16

SECTION 4: Other Required Communications

A. Request for Grant Amendments.....	Page 18
B. Budget Amendments.....	Page 18
C. Grant Extensions	Page 19
D. Unexpended Grant Funds.....	Page 19
E. Achievement of Operational Status	Page 19
F. Termination of a Grant	Page 19

SECTION 5: Grantee Monitoring

A. Overview	Page 20
B. Site Visits, Record-Keeping and Access to Records.....	Page 20
C. Failure to Comply with Terms and Conditions of Grant	Page 21

SECTION 6: Financial Requirements

A. Award Requirements	Page 22
1. Standards for Financial Management Systems	Page 22

APPENDICES/FORMS for ODSVS 11-13

Note: *All ODSVS 2013-15 application and report forms¹ will be available through the E-Grants system and are not included in this Handbook.*

A. CVSD Site Review Monitoring Checklist	Page 26
B. Eligible Applicants for Joint Non-Competitive DVSA Funds & Assigned CVSD Fund Coordinators	Page 36

¹ Except for the DHS Monthly Statistical Report. See *Joint RFA Reporting Requirements*.

SECTION ONE: ODSVS GRANT AWARD PURPOSE & ELIGIBILITY

A. AUTHORIZED PURPOSE AREA AND PRIORITIES

The Attorney General is authorized to distribute the Fund in grants for the 2013-15 biennium, contingent upon funds being appropriated by the legislature and available for distribution.

1. ODSVS FUNDING PURPOSE

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

- A. Provides safety for and assists victims of domestic violence and sexual assault, promotes effective intervention and reduces the incidence of domestic violence and sexual assault.
- B. Advocates for victims and for domestic violence and sexual assault services.
- C. Promotes and facilitates cooperation among state agencies, including the Department of Human Services, and among different levels of Oregon government in the delivery of services.
- D. Encourages and supports services, programs and curricula to educate and inform students in grades 7 through 12 about teen dating violence and to prevent and reduce the incidence of teen dating violence.

2. ODSVS FUNDING OBJECTIVES and PRIORITIES

ORS 147.459 identifies six objectives and priorities for allocation of the Fund:

- A. Balance funding for intervention, infrastructure and prevention services.
 1. Approximately 60% of ODSVS funds will be awarded non-competitively to agencies providing domestic violence (sexual assault services may also be provided), including prevention services and legal services.
 2. Agencies can use the funding to support operating expenses, as defined in the glossary.
 3. Legal services agencies may use the funding only to provide or support legal services and must complete and submit the ODSVS DV budget forms describing how funding will be used.
- B. Prioritize services.
- C. Use local community plans.
- D. Establish programs and services for victims of both domestic violence and sexual assault.
 1. Approximately 20% of ODSVS funds will be awarded non-competitively to support sexual assault specific services.
 2. In order to assure that this target is met, and to the extent that funding is available, dual service (domestic violence & sexual assault) agencies currently receiving sexual assault specific services funding from ODSVS are expected to use the funding to support direct services and related expenses.
 3. Administrative costs may be included up to 10% of the entire project for awards requiring a budget (see Section 1.3.C.) Stand alone sexual assault agencies may use

- the funding to support operating expenses (see Allowable and Unallowable Costs, Section 2.E. and F.)
- E. Establish programs that are culturally specific.
 1. Approximately 20% of ODSVS funds will be awarded non-competitively to support culturally specific services.
 2. In order to assure that this target is met, and to the extent that funding is available, mainstream agencies currently receiving culturally specific services funding from ODSVS are expected to support direct services and related expenses.
 3. Administrative costs may be included up to 10% of the entire project for awards requiring a budget (see Section 1.3.C.) Stand alone culturally specific agencies may use the funding to support operating expenses (see Allowable and Unallowable Costs, Section 2.E. and F.)
 - F. Ensure that there is a coordinated community response to domestic violence and sexual assault and, to the extent practicable, ensure that domestic violence and sexual services are coordinated with other community services.

3. ALLOCATION AND AWARDS

- A. ODSVS grant awards for 2013-15 are made according to an allocation formula developed jointly with the following funds:
 - **Oregon Domestic and Sexual Violence Services (ODSVS)** through DOJ CVSD;
 - **Victims of Crime Act (VOCA)** Non-Competitive Grant funds for Domestic Violence and Sexual Assault services through DOJ CVSD;
 - **STOP Violence Against Women Act (VAWA) Formula Grant Program** victim services funding through DOJ CVSD;
 - **DHS Domestic Violence Fund** including the state surcharge on marriage licenses (MLT fund), the Criminal Fines Assessment Account (CFAA/DV) and the Federal Family Violence Prevention and Services Act (FVPSA) funding through DHS; and
 - **DHS Sexual Assault Victims Fund (CFAA/SA)** through Criminal Fines Assessment Account.
- B. The allocation formula was developed as the result of an “Equity Allocation Study” process that took place from August 2005 through February 2007, and which reflects two key values: **victims of domestic violence and sexual assault need access to services throughout the state, and stabilization of current services** is a priority during this time of economic challenge. As part of the Equity Allocation process, the ODSVS Advisory Council recommended that ODSVS funding be flexible, yet based upon clear expectations. The eligibility requirements for 2013-15 funding continues to reflect those expectations, as do the guidelines and reporting requirements included in the *RFA* and *Handbook*.
- C. **Budget and No-Budget Awards**

In 2007, the ODSVS Advisory Council recommended a **no-budget** approach in order to make ODSVS funds more flexible. **No-budget** means that a program does not have to

submit a proposed grant budget during the application process. Expenditures must be within allowable services and costs (see Section 2.E. and F.) However, a **budget** is required when the grant-funded services do not represent the majority of what the grantee's services are, including a 10% administrative expense limit. The budget serves to protect the intent of the funded priority. Proposed and actual expenditures must be within allowable services and costs.

B. ELIGIBILITY & PROGRAM REQUIREMENTS FOR ODSVS GRANTEES

1. General Eligibility

To be eligible for a Joint Application Non-Competitive Grant award, an organization must be a nonprofit agency that offer options for safety through a continuum of prevention, intervention and support services for victims of domestic violence, sexual assault, dating violence and stalking. Eligibility is limited to the following:

- A. Applicants which are currently receiving grants or sub-grants directly from DOJ CVSD or DHS from one or more of the funds listed in Sources of Funding above. **A list of eligible applicants, and their fund coordinators, for these funds is found in Appendix B;** and
- B. Applicants currently receiving these funds subcontracted from an agency described in paragraph 1 of this Section as the primary provider of these services to their county. In this case, the agency will have included the subcontract in its 2011-13 application for these funds and indicated the intention of the subcontracted agency to apply directly for the funds under this 2013-15 *RFA*; and, DOJ CVSD and DHS will have visited the subcontracted agency to ascertain its readiness to apply directly for these funds.
 1. The finding of readiness includes that the applicant has demonstrated two prior years of program stability, which is defined as either two full years of operation providing services to victims of domestic violence and sexual assault, or providing documentation of:
 - a. an applicant's history of providing cost-effective direct services to victims of domestic violence and/or sexual assault;
 - b. a clear indication of support for applicant's services from one or more community agencies or organizations familiar with the needs of victims to be served, as well as the caliber of services provided by the applicant; and
 - c. financial support of at least 10% from at least one revenue source in addition to those included in this *RFA*.

2. Effective Services

Applicants will be able to provide one or more of the services listed below and described more fully in Appendix C of the *Joint RFA*. During the 2013-15 biennium, DOJ and DHS will assure that grantees are providing effective services through site visits and required periodic grantee reports.

- 24-Hour Crisis Line
- Emergency Shelter
- 24-Hour Crisis Response
- Safety Planning

- Information and Referral
- Transportation
- Peer Support
- Advocacy
- Follow-Up
- Public Presentations
- Outreach
- Legal Services
- Prevention Services (ODSVS and DHS grants only)

For resources regarding best practices in domestic violence, sexual assault, dating violence, and stalking services see Appendix E of the *Joint RFA*.

3. Meaningful Access to Services

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

4. Grantees Receiving OSDVS Sexual Assault funding must designate a lead staff person for sexual assault.

The lead staff person will act as a contact to receive and disseminate sexual assault information; will obtain additional training beyond the DHS initial requirements on sexual assault through their agency, the Oregon Sexual Assault Task Force, or other training opportunities; and will facilitate information-sharing on sexual assault throughout their agency.

5. Trained Staff, Volunteers and Board

Grantees will provide training to staff, volunteers and board members as outlined in the requirements included Appendix B of the *Joint RFA* and will assess staff and volunteers' readiness to provide direct services. The requirements include evaluative language for each component of training. Grantees will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff roster and Board roster included in the Organizational Details section of the E-Grants system require information on completion of requirements for each staff and Board member.

6. Good Fiscal Management

Applicants will be able to maintain adequate funding, keep financial records and comply with grant reporting requirements. Applicants with deficiencies in timely and accurate reporting in previous grants may be required to submit additional information addressing those deficiencies before a grant is awarded and/or may receive additional grants agreement conditions, as described in Section I.C of the *Joint RFA*.

7. Data and Outcome Reporting

Grantees will submit monthly statistical reporting to DHS CAF on services provided during the month and will collect client feedback using the DOJ CVSD Common Outcome Measures. (See Section 3) Grantees must submit other reports as required by DOJ CVSD. The reporting schedule is available at: <http://www.doj.state.or.us/victims/pages/reporting.aspx>

8. Compliance with Relevant Federal and State Laws (Civil Rights, ADA, etc.)

By submitting an application and signing a Grant Agreement, Grantees will signify their intent to comply with relevant Federal and State Laws including but not limited to the Civil Rights Act and the Americans with Disabilities Act (ADA).

A. **Certificates of Insurance Requirements.** DOJ CVSD has a new policy regarding the submission of Certificates of Insurance; it is or will be specified in each Grant Award Agreement.²

1. CVSD has added a section to the Grant Agreement that requires applicants to obtain and maintain Workers' Compensation and Comprehensive or Commercial General Liability Insurance and, depending on the grant-related services you offer, you may also be required to obtain and maintain Automobile Liability Insurance and/or Professional Liability Insurance. At this time, a minimum level of coverage is not required.
2. The Certificates of Insurance must list your coverage limits and name DOJ CVSD as Additional Insured.
3. Please request that your insurance carrier or broker issue Certificate(s) of Insurance directly to DOJ CVSD: attention to Krista Anderson, by email, fax, or to 1162 Court Street NE, Salem, Oregon 97301.
4. Certificates must be received by DOJ CVSD by the application deadline, May 7, 2013 at 5:00pm.
5. If you have complied with this requirement under another DOJ CVSD grant award, and the Certificates have not yet expired, you do not need to resubmit them.
6. If you have any subcontractors, each of your first tier subcontractors are required to obtain insurance complying with the requirements set forth in the Exhibits section of each fund Agreement.

9. Confidentiality Policies and/or Procedures

Grantees will have policies and/or procedures to protect the confidentiality and privacy of persons receiving services and not disclose personally identifying information or individual information collected in connection with services requested, used, or denied without the

² Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Grantee shall furnish certificate(s) of insurance to State of Oregon, Department of Justice, Crime Victims' Service Division. Insurance coverage required by this section must name the State of Oregon, Department of Justice, including its officers and employees as Additional Insured but only with respect to acts or omissions of the Grantee, its officers, employees or agents under this Agreement or in the conduct or implementation of the Project to be provided under this Agreement. The Grantee shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits.

10. Demonstrated Community Support

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

11. Planning

- A. All grantees are expected to engage in a planning process designed to meet their needs.
- B. The planning process for an agency/program is a way to clearly define the purpose of the agency/program, establish realistic goals and objectives, identify needs and appropriate services for the community(s) being served. This process provides an opportunity to bring staff, community partners and victims together to build a consensus about where an agency/program is going. Ideally, a thorough planning process will include both internal agency planning, as well as external community-wide planning. DOJ CVSD recognizes that the willingness of partners to collaborate and resources supporting that collaboration vary from community to community. DOJ CVSD strongly urges programs to go through this process.
- C. Applicants will discuss their planning process(es) in greater depth during site visits, including how input from victims and community partners is included. Narrative reports will ask about progress in meeting this expectation.
- D. DOJ CVSD will provide technical support to applicants upon request and to the extent possible.

12. Culturally Competent and Accessible Services

- A. All grantees are expected to provide meaningful access to culturally competent DVSA services to all victims/survivors in their region, including those from underserved, marginalized, and/or oppressed communities, and Tribal Nations.
- B. Applicants will continue or begin an assessment and planning process to identify and prioritize community needs and program responses for culturally competent and accessible services (either as part of a larger strategic plan, or a separate plan/process.)
- C. *Cultural Competency* Standards distributed by DOJ CVSD are a resource for this planning process. The *Standards* and other resources are noted in Appendix E of the *RFA*.
- D. Applicants will discuss their planning process(es) in greater depth during site visits. Narrative reports will ask about progress in meeting this expectation.
- E. DOJ CVSD and DHS will provide technical support to applicants upon request and to the extent possible.

SECTION TWO: ODSVS GRANT AWARD MANAGEMENT & OPERATIONS GUIDELINES

A. INTRODUCTION

These guidelines have been established to provide clarification for ODSVS grant recipients, as well as to supplement information included in your ODSVS 2013-15 Grant Agreement, the 2013-15 *Joint RFA*, and information received from fund coordinators and other sources. **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. This *Handbook* makes reference to the sections of the Grant Agreement in which specific requirements are described.

B. GUIDELINES FOR EMPLOYEE MANAGEMENT

1. Staff Issues

- A. **Changes in grant-funded staff.** For each position included in an ODSVS 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. This requirement applies only to ODSVS grantees whose application includes a project specific budget. Grantees who receive ODSVS funding for “operating expenses” in support of domestic and/or sexual violence services are not obligated to use the funds to support any particular position, and therefore are not required to notify DOJ CVSD of specific staffing changes. However 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.
- B. **Time-/Attendance records.** Accurate time/attendance records must be maintained for all positions budgeted under an ODSVS grant or supported by grant funds. This includes salaried positions and any personnel written into an ODSVS project budget. It also includes any positions and personnel supported by ODSVS funds as “operating expenses” and included in a required ODSVS financial and/or narrative report. Adequate documentation must be maintained within the ODSVS 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. The Organizational Details of your E-Grants system provides a framework for capturing this information and we urge you to update that information regularly.
- C. **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.

- D. **Board of Directors.** In a nonprofit agency, the Executive Director of the agency will not serve as a member or Chair of the agency's Board of Directors.

In addition to the above requirements, it is the responsibility of the Board of Directors of an ODSVS-funded agency to notify the DOJ CVSD (by phone, mail, email or fax) within thirty (30) days of any change in the leadership of the agency and/or program (i.e., Director).

2. Criminal History Verification

This requirement is described in full in Section 5 of your Grant Agreement.

C. GUIDELINES FOR CONTRACTUAL SERVICES

- A. Once an agency has been awarded an ODSVS grant, those ODSVS funds cannot be sub-granted or contracted out to another organization for the completion of grant activities, without DOJ CVSD approval. This requirement applies to ODSVS grantees of both dual and stand alone organizations with no-budget or project budget awards.
- B. Where the intent to award contracts is known and expressly stated as part of the application, DOJ CVSD approval may be considered granted if these activities are funded as proposed. All such arrangements must be formalized in a contract or other written agreement between the parties involved. The contract must, at a minimum, state the activities to be performed, the time schedule, 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, the dollar limitation of the agreement and the cost principles to be used in determining allowable costs. The contract or other written agreement must not affect the grantee's overall responsibility for the duration of the grant and accountability to DOJ CVSD. **A copy of that contract must be submitted to the Department of Justice by being uploaded into the E-Grants application.**
- C. Consultant fees in excess of \$450 per day must be approved by DOJ CVSD in advance.

D. GUIDELINES FOR TRAVEL AND TRAINING

1. Travel Expenses

Travel for which costs are incurred 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 the ODSVS 2013-15 Grant Agreement. All travel expenses paid with ODSVS funds must be documented and retained in the appropriate ODSVS file.

2. Training Related Travel

ODSVS funds can support costs such as travel, meals, lodging and registration fees to attend victim advocacy and also prevention related training within the state, including training to support the management and governance of the victim services agency. Grantees should first look for available training within their immediate geographical area, as travel costs will be minimal. Specific training within Oregon need not be approved in advance, however grantees required to provide a project budget must include training expenses in that

budget. It is still the grantee's responsibility to ensure that training costs comply with ODSVS restrictions. Therefore, it is advisable that agencies confer with DOJ CVSD regarding the appropriateness of specific training events to avoid having these costs rejected at a later date.

3. Training Outside of Oregon

- A. When needed training is unavailable within the immediate geographical area, ODSVS 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 ODSVS funds, **training outside Oregon must be approved by DOJ CVSD in advance**, unless a specific training is approved at the time of grant award.
- B. When requesting out of state training in advance, the following must be provided:
 - 1. Agenda;
 - 2. Reason for attending;
 - 3. Description of topics sufficient to establish that training is for relevant skill development;
 - 4. Itemized costs; and
 - 5. Reasons why comparable training within the state is unavailable.

E. GUIDELINES FOR ALLOWABLE COSTS AND SERVICES

for both BUDGET and NO-BUDGET AWARDS

Costs and services for which Oregon Domestic & Sexual Violence Fund grant moneys can be spent include:

- 1. Staff salaries and benefits to persons who provide direct services to victims;
- 2. Telephones, printing, and postage;
- 3. Equipment as necessary for the provision of services to victims;
- 4. Training costs, other than those listed as Un-Allowable;
- 5. Costs associated with ensuring cultural competency;
- 6. Materials and costs associated with domestic & sexual violence prevention activities;
- 7. Costs necessary and essential to providing direct services to victims, including reasonable rent and utilities of organizations providing direct services to victims;
- 8. Crisis intervention services;
- 9. Transportation and/or mileage;
- 10. Assistance in participating in criminal justice proceedings;
- 11. Preparation, publication, and distribution of materials that inform victims that services are available;
- 12. Expenses specifically related to providing and managing grant activities outlined in the grant award; and
- 13. Contractual costs.

Budget Awards Only:

14. Administrative costs of no more than 10%, including audit costs and liability insurance.

Non-Budget Awards Only:

15. Administrative and indirect expenses “in support of services provided” (no maximum limit) and not listed as Un-Allowable.

F. GUIDELINES FOR UNALLOWABLE COSTS AND SERVICES

for both BUDGET and NO-BUDGET AWARDS

Costs for which Oregon Domestic & Sexual Violence Fund grant moneys may not be spent include:

1. Retirement of any debt, or reimbursement of any person or entity for expenditures made or expenses incurred prior to the date of this Agreement;
2. Costs for on-going mental health or drug and alcohol counseling. This is differentiated from Emergency Services;
3. Support for services for child abuse or child sexual abuse through child abuse agencies, or for the exclusive purpose of serving child abuse victims;
4. Support for services for perpetrators of domestic violence or sexual assault;
5. Services to children that are not inextricably linked to the services provided to the adults served by the applicants;
6. Staff meals not associated with overnight travel. An exception is made for breakfast and dinner as long as the employee is on travel status for a minimum of two hours before the beginning of their regularly scheduled work shift or after the end of their regularly scheduled work shift;
7. Tips, meal service or related items or bar charges;
8. Entertainment, honoraria, gifts, gift certificates, movies, arcades, recreation, or sporting events;
9. Fund raising campaigns, endowment drives, or solicitation of gifts and bequests;
10. Personal items such as makeovers, membership dues, flowers, cards, social events or promotion of church attendance;
11. Land acquisition;
12. Visas or passport charges, except for otherwise allowable costs and services in connection with obtaining a VAWA U or T Visa;
13. Compensation to federal employees;
14. Bonuses or commissions;
15. Vehicles;
16. Lobbying or attempts to influence members of Congress, the Oregon Legislature, City Councils, County Commissions, or other legislative bodies;
17. Corporate formation;
18. Interest, interest on non-bearing items, or the cost of money;
19. Expenses related to the maintenance or sale of forfeited or seized property;
20. Incentives; and
21. Indirect costs of Advisory Board expenses.

Budget Awards Only:

22. Administrative expenses in excess of ten percent (10%) of the Grant; and
23. Indirect costs of equipment lease, janitorial services and routine office supplies. (An exception is made for Native American tribal governments with a federally approved indirect cost rate).

SECTION THREE: REPORTING REQUIREMENTS

A. OVERVIEW

An ODSVS grant award is a two-year award. Payments are made annually on a prospective and not a reimbursement basis. For purposes of alignment of forms with VOCA and VAWA in the Joint Non-Competitive Grant, the ODSVS budget forms ask for Year 1 and Year 2 amounts. In fact, the ODSVS award is a single, two-year amount. Grantees may budget and/or spend unequal amounts for Years 1 and 2, as appropriate. The ODSVS Grant Agreement describes the types of information grantees are required to gather and the frequency with which they are required to report, as well as when grant payments will be made.

The ODSVS Fund Coordinator is available to answer any questions and provide any needed technical assistance with regard to grant reporting.

B. REPORTING REQUIREMENTS

1. Submitting Reports

ODSVS funding is part of the Joint Non-Competitive Grant. ODSVS grantees are required to complete and submit the DHS Monthly Statistical Report directly to DHS. All other required ODSVS reports for 2013-15 will be submitted through the E-Grants system. This includes Quarterly Financial Reports, Semi-Annual Narrative Reports and the CVSD Common Outcome Measures Reporting.

2. Report Due Dates

DHS Reporting	Due January 31	Due April 30	Due July 31	Due October 31
All DHS Grantees (CFA DV, SA, FVSPA, MLT)	Monthly Statistical Reports are due by the last business day of each month following the services. For example, services in July will be reported by the last business day in August.			
All DHS Grantees (CFA DV, SA, FVSPA, MLT)	Financial Report	Financial Report	Financial Report MLT Only: Annual Match Report	Financial Report FVSPA Only: Annual Narrative Report

Grant Award Period	Due January 31	Due April 30	Due July 20	Due October 31
Joint DV/SA ODSVS <i>July 1 – June 30</i> VAWA <i>July 1 – June 30</i> VOCA <i>Oct 1 – Sept 30</i>	ODSVS Financial Report(s) VAWA Financial Report VOCA Financial Report Progress reports <ul style="list-style-type: none"> • Common Outcome Measures • ODSVS Narrative • VAWA Narrative • VAWA Annual Progress report 	ODSVS Financial Report(s) VAWA Financial Report VOCA Financial Report Progress Report <ul style="list-style-type: none"> • Common Outcome Measures • VOCA Narrative • VOCA Statistical 	ODSVS Financial Report(s) VAWA Financial Report VOCA Financial Report Progress report <ul style="list-style-type: none"> • Common Outcome Measures • Cultural Competency /Strategic Planning Narrative • ODSVS Narrative • VAWA Narrative • VAWA Semi-Annual Progress report 	ODSVS Financial Report(s) VAWA Financial Report VOCA Financial Report Progress report <ul style="list-style-type: none"> • Common Outcome Measures • VOCA Narrative • VOCA Statistical • Program Revenue

The complete reporting schedule for all DOJ CVSD and DHS grants is available at: <http://www.doj.state.or.us/victims/pages/reporting.aspx>

3. DHS Monthly Statistical Reporting

In most cases, your Grant Agreement, Section 5 requires you to submit monthly statistical reports to the Department of Human Services/Children, Adults & Families (DHS). The DHS forms and instructions are available on the DHS Domestic and Sexual Violence Program website (<http://www.oregon.gov/DHS/abuse/domestic/providers.shtml>.)

4. Quarterly Financial Reports (QFRs)

- A. ODSVS Grantees must submit a Quarterly Financial Report in E-Grants. Grantees use the Quarterly Financial Report to itemize grant funds that have been expended during the reporting period. *The form does not request reimbursement for expenses.*
- B. In addition to any specified conditions, grant recipients must adhere to the financial guidelines set forth in the DOJ CVSD ODSVS Grant Agreement.

5. Semi-Annual Narrative Reports

DOJ CVSD: Grantees must submit Semi-Annual Narrative Reports to DOJ CVSD that includes information on grant funded activities. Grantees will complete a “Progress Report” each quarter that will alternately include pages specific to ODSVS, VAWA, and VOCA, as appropriate. Once during the biennium, in July 2014, grantees will submit a narrative report on the status of their Strategic and Cultural Competency/Anti Oppression Planning and related work. **Because reporting for these funds will be in the E-Grants system, report forms for 2013-15 are not currently available.**

6. Reporting on Outcomes & Outputs

A. GOALS AND OBJECTIVES

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

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

B. COMMON OUTCOME MEASURES

1. Grantees will use client feedback forms satisfactory to DOJ CVSD and DHS to measure the above objectives in order to evaluate how well those objectives are being met by grantee services.³ The DOJ CVSD Common Outcome Measures reporting form is available in the E-Grants system.
2. Grantees are required to report quarterly on the client responses collected by at least one of three types of services provided: (1) clients receiving shelter services; (2) clients receiving support group services; and (3) clients receiving non-shelter based advocacy and other services. **Agencies are encouraged to collect evaluations from all three groups; however only one group is required.**
3. Recognizing that individuals in crisis or experiencing trauma may not be able to provide satisfaction feedback, each agency will determine the most appropriate clients from whom to collect outcome data and will have procedures designed to collect the data from at least 10% of the identified clients. The target outcome for the measures is that 90% or more of the responses to each measure are positive. This is a requirement of the Federal Family Violence Services and Prevention Act.
4. DOJ CVSD and DHS reserve the right to adjust or modify these measures and target outcomes, as well as the procedures and/or forms for collecting the information. If

³ Applicants may develop their own client feedback forms as long as the common outcomes are included. Client feedback forms developed by the Documenting Our Work project of the National Resource Center are available to any domestic and sexual violence provider and are posted on the Oregon DHS website (see page i.) These forms were developed and tested by domestic violence advocates and programs. Training on the forms was provided in October 2008. Copies of a DVD on the forms were distributed to all current grantees.

adjustments are required, grantees will be given reasonable notice in order to have time to make required changes.

C. REPORTING ON TARGET OUTPUTS

Oregon has set a performance measure that 100% of all adult victims who receive shelter for 5 nights or longer will receive safety planning. This measure will be the common target output for all appropriate ODSVS grantees for 2013-15.⁴ Grantees will report on the DHS monthly statistics form on the numbers of both shelter and non-shelter victims who receive safety planning. Safety planning numbers are not collected for crisis calls, as it is assumed all crisis calls include safety planning.

In general, ODSVS grantees are not required to submit data on specific outputs resulting from ODSVS funding. Wherever possible, ODSVS will use the statistical and overall budget data reported by grantees to DHS to calculate the percent of outputs met through the use of ODSVS funds. Where this is not possible (e.g., mainstream agencies receiving culturally specific funding to serve a culturally specific population that would not be distinguished in DHS data), specific output information may be required. Additional process objectives (collaborations achieved, changes in agency policies etc.) will be reported through narrative formats.

⁴ Grantees not providing emergency shelter for at least 5 nights would not be responsible for meeting this target.

SECTION FOUR: OTHER REQUIRED COMMUNICATIONS

A. REQUEST FOR GRANT 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:

1. If a grantee of an ODSVS award requiring a budget (see Section 1.3.C.) determines that any modification of the approved budget of the grant period is necessary, a request should be made in E-Grants using the “Amendment Request” form.
2. **The grantee must obtain approval from CVSD for any amendment requests prior to the change being implemented.**
3. Requests submitted after the grant end date or those that would require retroactive approval will be denied, unless by exception of the CVSD Assistant Director.
4. CVSD will review each amendment request and will approve on a case-by-case basis.

B. BUDGET AMENDMENTS

1. **A budget amendment request is required** for any of the following circumstances:
 - A. Redirection of funds in or out of the Personnel category;⁵ OR
 - B. More than a 5% change between the Salary and Personnel Expenses line items; OR
 - C. Movement of funds that totals more than \$500 in the Services and Supplies or Other Services categories; OR
 - D. Movement of funds to any unbudgeted category; OR
 - E. Extension of the project period (*not applicable for non-competitive grants*).
2. **A budget amendment request is not required** for the following circumstances:
 - A. When funds totaling less than \$500.00 are moved between approved budget categories (as described above) in the Services and Supplies or Other Services categories.
 - B. When the division of costs between Salary and Personnel Expenses in the Personnel category shifts less than 5%.
3. **Budget Amendment Documentation:**
 - A. The following information must be submitted when completing a formal budget amendment request:
 1. A completed Amendment Request form in E-Grants.
 2. A Personnel Budget Amendment Request Form and/or
 3. A Services and Supplies and Other Costs Budget Amendment Request form.
 - B. Both the Personnel and Services/Supplies and Other Costs amendment forms can be downloaded from the Amendment Request form in E-Grants and must be uploaded back on to the Amendment Request form once completed.

⁵ Budget categories are Personnel, Services and Supplies, and Other Services and include the individual budget line items contained within. *Again, these requirements apply only to ODSVS grants for which budgets are required.*

- C. If an Amendment Request is approved, CVSD staff will make the requested changes to the grantees budget in the E-Grants system and the grantee will be notified of the approval via a system notification in E-Grants.
- D. Once an Amendment Request is 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.

C. GRANT EXTENSIONS

Section 2 of the Grant Agreement specifies the date on which the grant period ends. In extraordinary circumstances a grant period may be extended briefly, and only upon prior written request (i.e., e-mail, fax, or mail) and approval by DOJ. Extending a grant period always requires a Grant Amendment Request through E-Grants, as described in Paragraph A, above. Again, this request will be considered only in extraordinary circumstances.

D. UNEXPENDED GRANT FUNDS

Section 3 of the Grant Agreement specifies that any grant funds that are not expended by the end of the grant period, must be returned to DOJ CVSD within 15 days of the grant end date.

E. ACHIEVEMENT OF OPERATIONAL STATUS

Section 5 of the Grant Agreement contains the requirements as to the commencement of the grant project. For Grantees whose grant includes a budget this will apply to the project funded by the budget. For Grantees receiving funding for “operational expenses” in support of services, this will apply to the services checked in the grantee’s application. Please read this section carefully and follow the requirements for notification of DOJ CVSD.

F. TERMINATION OF A GRANT

Section 6 of the Grant Agreement includes provisions as to termination and default. Grantees should review these sections carefully so they are fully aware of their obligations and should contact the ODSVS Fund Coordinator with any questions.

SECTION FIVE: GRANTEE MONITORING

A. OVERVIEW

The DOJ CVSD is responsible for the monitoring of grant recipient awards to ensure compliance with applicable federal and state guidelines. The DOJ CVSD will provide program and fiscal monitoring and evaluation of grants between the DOJ CVSD and grant recipients. Monitoring is conducted to determine if the grant recipient is adequately providing services under the grant, in accordance with the Grant Agreement and these Policy and Procedure materials. Accomplishing these grant recipient monitoring objectives is achieved through a variety of monitoring techniques, including review of reports, the telephone interview, and on-site visits to the grant recipient agency.

B. SITE VISITS, RECORD-KEEPING, AND ACCESS TO RECORDS

1. A site visit may be prompted by: concerns within the agency, either as reported to the fund coordinator by the agency or other parties; routine time for a 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:
 - A. Program administration;
 - B. Financial reporting and accounting;
 - C. Systems and controls;
 - D. Program service delivery; and
 - E. Compliance with Federal and State Regulations/Guidelines, as appropriate.
2. 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 ODSVS-allowable services, client files⁶, 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.
3. 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 for 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 the whether expenditures charged to grant funds are allowable.
4. **All records relating to the ODSVS grant must be retained and available for inspection for a period of six (6) years following the end of the ODSVS grant period (the award Termination**

⁶ Client files may be inspected only in compliance with the requirements for confidentiality set forth in the Violence Against Women Act (VAWA) Reauthorization of 2005 and 2013 and incorporated into the ODSVS Grant Agreement Section 5.

Date). A copy of the grant-monitoring form currently used by CVSD for both the telephone and in-person portions of your program review is included in these materials as Appendix A.

5. Section 5 of the Grant Agreement describes the Grantee's responsibility in maintaining program records and making them accessible to DOJ CVSD. The Fund Coordinator will expect to be able to review these records during a site visit.

C. FAILURE TO COMPLY WITH TERMS AND CONDITIONS OF GRANT

Section 6 of the Grant Agreement describes the circumstances in which the grant can be terminated.

SECTION 6: FINANCIAL REQUIREMENTS

A. AWARD REQUIREMENTS

1. 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.

A. 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 match, 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.⁷
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 This is true for both ODSVS grants that do not require a budget and grants that do require a budget, since all grants require the tracking and reporting of expenditures according to the same budget categories, which are included on the QFR form.

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;
8. All required financial records shall be maintained for six years from the date of the end of the federal grant period or until all questions arising from audits have been resolved, if questions cannot be resolved within six years; and
9. A file shall be kept on each ODSVS grant. The file should reflect the grant number and contain at least the following items:⁸
 - a. Grant award documents;
 - b. Grant amendments or any changes to the grant award;
 - c. Supporting documentation of any expenditures pertaining to this grant (i.e., original receipts, invoices, etc.);
 - d. Documentation of employee timesheets as pertains to the grant;
 - e. Signed copies of any contract supported by the grant;
 - f. Documentation of received ODSVS checks;
 - g. Property records of equipment purchased with ODSVS grant funds, including serial numbers; and
 - h. Other pertinent information (i.e., correspondence with fund coordinator, memos from DOJ CVSD, training information, etc.)

B. Commingling of Funds

While grantees are not required to physically segregate cash deposits, the accounting system of all grantees must ensure that ODSVS funds are not commingled with funds from any other source. Revenues and expenditures for each grant should be separately identified and tracked within the grantee's accounting system or records. 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 award.

C. Grantee Accounting Responsibilities

1. Audit Requirements

ODSVS does not have any specific audit requirements, as may be the case for federal funds.

2. 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.

D. Program Income

Any revenue generated by ODSVS grant activities is considered program income. DOJ CVSD discourages applications that include any component that generates program

⁸ CVSD looks forward to working with grantees during 2013-15 to determine the best practice in maintaining and identifying the key documents included on this list in a hard-copy file, in E-Grants, or in both.

income, while fund raising campaigns, endowment drives, or solicitation of gifts and bequests are unallowable expenses. Please contact the program's Fund Coordinator if you are planning to use ODSVS funds for a purpose that may include generation of program income.

APPENDICES

All required application and reporting forms (except for the DHS Monthly Statistical Report) are now located in the E-Grants system and are not included here.

APPENDIX A: CVSD SITE REVIEW MONITORING CHECKLIST

APPENDIX B: ELIGIBLE APPLICANTS FOR JOINT NON-COMPETITIVE DVSA FUNDS & ASSIGNED CVSD FUND COORDINATORS



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

**APPENDIX A:
 CVSD SITE REVIEW
 MONITORING
 CHECKLIST**

Agency/Program Name:	
Telephone Review Date:	
In Person Visit Date:	
Fund Coordinator(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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Outreach 	<input type="checkbox"/>	<input type="checkbox"/>		
8. Tribal Nations <ul style="list-style-type: none"> • 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: Each grantee is required to maintain statutorily required civil rights statistics on victims' services by race, national origin, sex, age and disability. Non- personal identifying, aggregate only. These civil rights stats must be kept on file with other VAWA/VOCA grant documentation and must correspond with each grant period.

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

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) <ul style="list-style-type: none"> a. What is the process for staff versus 	<input type="checkbox"/>	<input type="checkbox"/>		

volunteers				
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"/>		

3. 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) Not Applicable

ODSVS VAWA VOCA 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 Not Applicable

ODSVS VAWA VOCA 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"/>		

4. 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"/>		
a. 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"/>		

5. 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"/>		

6. Other:

Attribute	Yes	No	Comments	Action
1. *During the last 3 years, has a Federal or	<input type="checkbox"/>	<input type="checkbox"/>		

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?				
2. *If applicable, verify that the grantee submitted an EEOP certification form or an EEOP to Office for Civil Rights, Office of Justice Programs, US DOJ, Washington D.C. 20531 (Exhibit D of grant agreement).	<input type="checkbox"/>	<input type="checkbox"/>		
3. 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"/>		
4. Lawsuits Pending?	<input type="checkbox"/>	<input type="checkbox"/>		

C. COMPLIANCE (Grant Files & Reporting): View all 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	<input type="checkbox"/>	<input type="checkbox"/>		

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.				
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 Information • 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:

DRAFT Addendum:

Civil Rights Compliance: The following Civil Rights Compliance checklist is included in this site review instrument even though it is not yet formally adopted by CVSD yet.

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? Provide examples of such notification (e.g. posters,	<input type="checkbox"/>	<input type="checkbox"/>		

<i>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 during site visit.</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	N/A: for FAITH BASED ORGANIZATIONS ONLY	
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	N/A: for FAITH BASED ORGANIZATIONS ONLY	
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	N/A: for FAITH BASED ORGANIZATIONS ONLY	
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"/>		

**APPENDIX B: ELIGIBLE APPLICANTS FOR
JOINT NON-COMPETITIVE DVSA FUNDS
& CVSD ASSIGNED FUND COORDINATORS**

Program	Main Location	Fund Coordinator
Battered Persons' Advocacy	Douglas	Becky Smith
Bradley-Angle House	Multnomah	Mackenzie Gray
Canyon Crisis Center	Marion	Mackenzie Gray
Catholic Charities, Project UNICA	Multnomah	Jeanette Ewald
Center Against Rape & Domestic Violence (CARDV)	Benton	Becky Smith
Clackamas Women's Services	Clackamas	Jeanette Ewald
Clatsop County Women's Resource Center	Clatsop	Jeanette Ewald
Columbia County Women's Resource Center	Columbia	Becky Smith
Community Works	Jackson	Diana Fleming
Domestic Violence Resource Center, Inc.	Washington	Cathy Relang
Domestic Violence Services	Umatilla	Cathy Relang
Ecumenical Ministries of Oregon (ROSS)	Multnomah	Becky Smith
Family Crisis Shelter & Services (Henderson House)	Yamhill	Becky Smith
Harney HOPE	Harney	Jeanette Ewald
HAVEN from Domestic Violence	Wasco	Becky Smith
Heart of Grant County	Grant	Mackenzie Gray
Helping Hands	Hood River	Cathy Relang
Illinois Valley Safe House Association	Josephine	Cathy Relang
Immigrant & Refugee Community Organization	Multnomah	Cathy Relang
Klamath Crisis Center	Klamath	Diana Fleming
Lake County Crisis Center	Lake	Becky Smith
Lane County Legal Aid & Advocacy Center	Lane	Jeanette Ewald
Legal Aid Services of Oregon	Multnomah	Becky Smith
Listen to Kids	Multnomah	Becky Smith
MayDay, Inc.	Baker	Diana Fleming
Mid Valley Women's Crisis Services	Marion	Mackenzie Gray
My Sister's Place	Lincoln	Diana Fleming
Native American Family & Youth Association	Multnomah	Diana Fleming
New Beginnings Intervention Center	Lake	Becky Smith
OASIS	Curry	Cathy Relang
Oregon Law Center	Coos	Diana Fleming
Portland Women's Crisis Line	Multnomah	Cathy Relang
Project DOVE	Malheur	Diana Fleming

Program	Main Location	Fund Coordinator
Raphael House of Portland	Multnomah	Becky Smith
SABLE House	Polk	Diana Fleming
Safe Harbors	Wallowa	Jeanette Ewald
Saving Grace (formerly Central Oregon Battering & Rape Alliance (COBRA))	Deschutes	Mackenzie Gray
Self Enhancement, Inc.	Multnomah	Cathy Relang
Sexual Assault Resource Center	Washington	Cathy Relang
Sexual Assault Support Services	Lane	Jeanette Ewald
Shelter from the Storm	Union	Jeanette Ewald
Siuslaw Area Women's Center (Siuslaw Outreach Services)	Lane	Jeanette Ewald
South Asian Women's Empowerment & Resource Alliance (SAWERA)	Washington	Cathy Relang
The Salvation Army	Multnomah	Becky Smith
Tillamook County Women's Crisis Center	Tillamook	Jeanette Ewald
Volunteers of America Home Free	Multnomah	Becky Smith
Women's Crisis Support Team	Josephine	Cathy Relang
Women's Safety & Resource Center	Coos	Diana Fleming
Womenspace	Lane	Jeanette Ewald
YWCA	Multnomah	Becky Smith