

FY 2017 - 2019 VAWA COMPETITIVE APPLICATION INSTRUCTIONS

FORM A: COVER PAGE

1. Applicant Information

- a. **Applicant Agency's Legal Name & Mailing Address will auto populate from the information entered in "My Organization".**
- b. **Physical address of the applicant:** Enter the physical address of the applicant. If this location is confidential, indicate so and leave the space blank;
- c. **Will auto populate "County" from the information entered in "My Organization".**
- d. **Additional Counties:** Add all counties being served by this agency;
- e. **Congressional District(s) Served:** Refers to Oregon's Congressional Districts 1, 2, 3, 4 or 5. Include all that are covered by your service area. This is a federal requirement. The map is available next to the question;
- f. **Will auto populate from the information entered in "My Organization for Federal ID #".**
- g. **Will auto populate from the information entered in "My Organization for Federal DUNS #".**
- h. Provide the expiration date of the SAM. A current registration in the System for Award Management (SAM) database is required. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Verify whether your agency is already registered with the SAM. Applicants must update or renew their SAM registration **at least once per year** to maintain an active status. Information about registration procedures can be accessed at www.sam.gov. **Prior to a grant agreement being issued from this application, all programs meeting this criteria requirement must provide proof of current SAM registration.** See the most recent version of the VAWA and SASP Grant Management Handbook for details regarding DUNS and SAM registration;
- i. Refers to the name of the individual who will be responsible for the day to day management and program reporting for the VAWA grant;
- j. **This will auto-populate from the information entered during the registration process;**
- k. Refers to the individual who will prepare the financial reports for the VAWA grant based on agency fiscal records;
- l. **This will auto-populate from the information entered during the registration process;**
- m. Refers to the individual who will have signature authority for financial reporting for the agency. CVSD will assume that all financial reports submitted in E-Grants have been approved by the Fiscal Officer as a true and accurate representation of grant expenditures;
- n. **This will auto-populate from the information entered during the registration process;** and
- o. Refers to the applicant agency or program's website address (if applicable).

2. Implementing Organization Type.

- a. Click on the category that describes your organization.
- b. Click on the **Implementing Organization Sub-Type** that describes your organization. All applicants that are applying for the benefit of law enforcement or prosecution must respond to question 2.c. Only the Oregon Judicial Department is eligible to apply for the court allocation funds.
- c. Click on the allocation that your **proposed project will benefit** if your agency is not a designated law enforcement and/or prosecution agency.

Applicants that apply "for the benefit of" law enforcement" must demonstrate their project will provide support for core functions of the state, county, local, and/or tribal law enforcement agency/ies by:

- Investigating domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the immediate safety of victims; and
- Holding offenders accountable for their crimes.

Applicants that apply "for the benefit of" prosecution" must demonstrate their project will provide support for core functions of the state, county, local and/or tribal prosecution agency/ies by:

- Prosecuting domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the long term safety of victims; and
- Holding offenders accountable for their crimes.

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3. **Identify the primary focus of the proposed project.** Click on the primary focus that describes your proposed project.
 - Applicant will respond to Form G if the primary focus of your proposed project is **Direct Services**. Your proposed project may also include a secondary focus (Training and/or development and implementation of Policies, Procedures, and/or Protocols). Questions specific to a secondary focus have also been included on Form G.
 - Applicant will respond to Form H if the primary focus of your proposed project is a **Training Project**. Your proposed project may also include a secondary focus (Direct Services and/or development and implementation of Policies, Procedures, and/or Protocols). Questions specific to a secondary focus have also been included on Form H.
 - Applicant will respond to Form I if the primary focus of your proposed project will include the development and implementation of **Policies, Procedures, and/or Protocols**. Your proposed project may also include a secondary focus (Training and/or Direct Services). Questions specific to a secondary focus have also been included on Form H.
4. **Identify the proposed project service area.** Select one response for the proposed project and include in your project description.
5. **Identify domestic violence, sexual assault, dating violence, and/or stalking in the proposed project.** Select all that apply.
6. **Identify the proposed project as a “new” or enhanced and/or expanded project within your organization.**
 - a. **Select “new” or “enhanced/expanded”.** If the project is an enhanced and/or expanded project, please indicate if the project is currently funded with DOJ CVSD grant funds and/or supported with other funds.
 - b. **Provide a brief narrative on project accomplishments if the project is currently supported with DOJ CVSD grant funds.**

FORM B: FEDERAL STATUTORY PURPOSE AREA(S) AND STATE FUNDING PRIORITIES FEDERAL STATUTORY PURPOSE AREA(S)

The STOP VAWA grant program contains 20 Federal Statutory Purpose Area (s) of which 19 are applicable to Oregon Applicants. Applicants may apply for funding under one (or more) of the following identified Purpose Areas.

1. a. Application to serve the following Federal VAWA Statutory Purpose Area(s). Check all that apply.

State Funding Priorities

Oregon’s state funding priorities for the use of STOP VAWA Formula Grant funds are included in the FY 2017 - 2020 STOP VAWA Implementation Plan (included in the RFA and 2017 VAWA Guidance for Competitive Solicitation). The Office on Violence Against Women (OVW) requires that the state develop its funding priorities, goals, objectives and activities in consultation with the criminal justice system (includes government-based victim service programs); non-profit and tribal victim services programs and other key partners.

2. Applicants will fulfill the following two “required” State Funding Priorities

- a. **Support services to meet the needs of victims from underserved, marginalized, and/or oppressed populations and/or Tribal Nations to improve and enhance culturally specific services and increase cultural competency in the delivery of victim services as well as the cultural responsiveness of prosecution, law enforcement, and courts. (REQUIRED)**

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- i. Identify the underserved, marginalized and/or oppressed community/ies and/or Tribal Nations that are in your county or service area.
- ii. The proposed project will serve victims of domestic violence, sexual assault, dating violence, and/or stalking with VAWA (and match) funds but how will these services reach the identified populations. Applicant will outline how the program will reach out to the identified populations.
- iii. Response should include the collaborative partnerships to deliver services to the UMOG/TN in your area as outlined.

b. Facilitating consultation and planning among and between non-profit, government-based, and tribal victim service providers and law enforcement, prosecution and courts.

Tribal, state, or local prosecution, law enforcement, and courts must demonstrate consultation with community and tribal victim service programs as noted under Form L. Uploaded “Letter of Consultation”. These criminal justice partners, along with community and tribal victim service programs are required to demonstrate compliance with the state funding priority. All applicants that are non-profit agencies providing services for the benefit of law enforcement or prosecution will be required to demonstrate this partnership in an MOU (Upload on Form K). All applicants will respond to the questions under community collaboration on form K. Applicants from government-based agencies may upload an MOU to demonstrate a relationship between partners that outline project responsibilities that do not include an exchange of funding or resources.

3. Applicants will identify the primary focus of the proposed project (Direct Services, Training or Policies, Procedures & Protocols). Click on the primary focus that describes your proposed project. A form specific to your identified primary focus will be required once you have made your selection. You may refer to “2013 VAWA Federal Statutory Purpose Areas” for some guidance on identifying primary focus of the proposed project as listed under Project Type. Additional guidance as follows:

- Applicant will respond to Form G if the primary focus of your proposed project is **Direct Services**. Your proposed project may also include a secondary focus (Training and/or development and implementation of Policies, Procedures, and/or Protocols). Questions specific to a secondary focus have also been included on Form G.
- Applicant will respond to Form H if the primary focus of your proposed project is a **Training Project**. Your proposed project may also include a secondary focus (Direct Services and/or development and implementation of Policies, Procedures, and/or Protocols). Questions specific to a secondary focus have also been included on Form H.
- Applicant will respond to Form I if the primary focus of your proposed project will include the development and implementation of **Policies, Procedures, and/or Protocols**. Your proposed project may also include a secondary focus (Training and/or Direct Services). Questions specific to a secondary focus have also been included on Form I.

The language of the federal statutory purpose area clearly indicates whether the focus is on law enforcement, prosecution, courts, and/or victim services. Please note that applicants' allowable use of VAWA funds (except the Oregon Judicial Department) will be limited to law enforcement and/or prosecution allocation funds.

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FORM C: SEXUAL ASSAULT SERVICES

Applicants will demonstrate how they meaningfully address sexual assault services through their responses on 1.a and b. as well as # 2 which includes the *ten components of high quality sexual assault advocacy agencies*.

Organization Capacity to Deliver Sexual Assault Services. Applicants must demonstrate the specific organizational capacity and commitment to intentionally deliver project services for the benefit of survivors of sexual assault.

1.a. Your response to this question will provide reviewers with a sense of your organization's commitment to address the subject of sexual violence in the community and your organization's capacity to deliver proposed project services for the benefit of survivors of sexual assault.

1.b. Indicate what proportion of any current funding streams are dedicated specifically to support services for the benefit of survivors of sexual assault.

2. The ten components were developed primarily for nonprofit direct service delivery dual/multi-service agencies, but most of the components are relevant to other organization types addressing the unique needs of survivors of sexual assault. Mark the radial button that reflects the status of your agency's current organizational systems pertaining to each of the *10 Components*. Select *Fully*, if your agency has integrated a component in its entirety into its organizational systems. Select *Partially*, if your agency has integrated to some measure the elements described in a component into its organizational systems. Select *N/A*, if you believe that a particular component is not relevant to the organizational systems of your agency.

FORM D: STAFF ROSTER

All applicants must complete the Staff Roster. This section provides the applicant immediate access to the Staff Roster. No edits can be made to the Staff Roster report from this page. The Staff Roster can be accessed by selecting "My Organizations" at the top of the page, then select your organization on the page. Select "Organization Details" to access the Staff Roster form

Be sure to complete all of the required fields (marked with *) for each staff person on the Staff Roster. As a reminder, Staff Roster information for any planned "staff to be hired" must be completed during the application process. Enter "vacant position" under name if the position has not been filled. The timeline in hiring project staff must be provided in project description responses on Form G – I.

3. Date vacated. For staff members on the roster who are no longer employed, enter the end date. Do not delete the information. If your list is long, you may devise a system, such as add a z or other note before their name so that those pages go to the bottom of the list.

5. Please indicate bicultural and/or bilingual followed by the specific cultural capacity and language capacity.

6. All applicants must upload a job description on the staff roster for each position to be partially or wholly funded by this grant. The job description should be specific to the VAWA project activities and responsibilities.

7. All funding sources supporting the entire FTE of the grant funded position should be included on this table. Check to see that the FTE reported here coincides with the FTE on the grant budget page. .

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8. Direct service staff must comply with the training requirements. Please review them carefully before completing the Staff Roster section. Be sure to include the total number of hours for each training attended. SVAA (State Victim Assistance Academy) is training targeted to the District Attorney Victim Assistance Program staff. It is not a requirement for Domestic Violence/Sexual Assault program staff, law enforcement agencies, or other applicants. If you are interested in learning more about the Advanced SVAA, go to: http://law.lclark.edu/centers/national_crime_victim_law_institute/projects/OR_SVAA/. Either No or N/A would be acceptable responses.

Law enforcement, prosecution, tribal or other agencies with VAWA-funded staff providing direct services in city and/or county government-based agencies must demonstrate subject matter expertise specific to the proposed project. These agencies may demonstrate expertise by attending the Oregon Basic State Victim Assistance Academy (SVAA) training described in #8; the Department of Human Services (DHS) 40-hour training described in #9; the Office for Victims of Crime Victims Assistance Training Online (VAT Online) or a training program that minimally covers the topics included in VAT Online: <https://www.ovcttac.gov/views/TrainingMaterials/dspOnlineVATOnline.cfm>; or may alternately submit a 40-hour training plan for CVSD approval that covers topics relevant to the VAWA-funded staff position (s). This may include other law enforcement or prosecution specific training and/or statewide technical assistance agencies or SATI.

The DVSA staff training requirement refers to the minimum of 30 hours of content-specific training for crisis line response and an additional 10 hours for in-person response. Non-profit, nongovernmental victim service programs applying for the benefit of law enforcement or prosecution must meet this training requirement. Other applicants (i.e. law enforcement agencies) may have received other domestic and/or sexual violence training and will list this training under #7. Contact your local non-profit, non-governmental, or tribal victim service program for ongoing DVSA trainings in your county or https://justice.oregon.gov/crime-victims/pdf/cvds_dvsa_training_requirements.pdf.

Either Yes or No would be acceptable responses. If Yes is checked, be sure to enter the date the requirement was met. If No is checked, and the applicant must meet this training requirement then be sure to have a plan for staff to meet this requirement.

When you have completed the Staff Roster in the Organization Details section, check the box in Form D to certify that the Roster is complete and accurate.

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FORM E: BOARD OF DIRECTORS/GOVERNING BOARD ROSTER

All non-profit, non-governmental applicants must complete this section.

This section provides the applicant immediate access to the Board Roster. No edits can be made to the Board Roster report from this page; to make edits to the Board Roster you need to access the form under My Organization. Select "My Organizations" at the top of the page, and then select your organization on the page, then select "Organization Details" to access the Board Roster form.

Government-based (state, county, city) and/or Tribal Nations are not required to complete this section however are strongly encouraged to offer domestic and sexual violence training to proposed project decision-makers to help develop and strengthen its grant funded program and activities. These applicants may enter their proposed project decision-makers on the board of directors or governing board under My Organization. When you have completed the Board Roster in the Organization Details section, check the box in Form E to certify that the Roster is complete and accurate.

FORM F: ORGANIZATION/PROGRAM REVENUE

All applicants must complete the Organization/Program Revenue form. Provide the amounts and sources of funding (revenue) allocated to victim services or related to your proposed project, based on the programs current fiscal years' budget. Further instructions are on the form.

Question 6 will auto-total once "SAVE" is clicked.

Question 7 requests the applicant to upload a current fiscal year agency budget.

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FORM G: PROJECT DESCRIPTION – DIRECT SERVICES

Resources and Guidance for Applicants:

Applicants will respond to Form G if the proposal primarily focuses on direct service provision for law enforcement and/or prosecution, or the applicant meets the definition of “for the benefit of law enforcement or prosecution”.

Applicants that apply “for the benefit of” law enforcement” must demonstrate their project will provide support for core functions of the state, county, local, and/or tribal law enforcement agency/ies by:

- Investigating domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the immediate safety of victims; and
- Holding offenders accountable for their crimes.

The term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs or Village Public Safety Officers), including those referred to in section 2802 of Title 25.

Applicants that apply “for the benefit of” prosecution” must demonstrate their project will provide support for core functions of the state, county, local and/or tribal prosecution agency/ies by:

- Prosecuting domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the long term safety of victims; and
- Holding offenders accountable for their crimes.

The term “prosecution” means any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency’s component bureaus (such as governmental victim assistance programs).

Applicants that are not designated law enforcement or prosecution agencies may also propose subcontracting grant funds to a law enforcement or prosecution agency (Example: A co-located advocate in a law enforcement agency).

OJD is the only eligible applicant to respond under the court allocation category.

Ensure that there is a clear connection between the direct service activities and the gap(s) in services identified in question 3 on this form. When describing how these activities will be delivered consider staffing, facilities, materials, partnership, etc. If start-up activities are included, be sure to include time lines for implementation.

The following objectives for direct services for proposed **law enforcement allocation projects** are provided to guide the development of your project. These objectives are listed in the current IP for Oregon. Please note that your project may include other objectives as long as they are directly connected to a federal statutory purpose area (s) and include allowable uses of funds (law enforcement) as defined in the RFA: There are other objectives listed in the VAWA IP.

- Provide funding to law enforcement agencies for hiring specially trained advocates to work with victims of domestic violence, sexual assault, dating violence, and stalking.
- Provide funding to law enforcement agencies to support detectives and/or investigators to *conduct follow-up investigations of domestic violence, sexual assault, dating violence, and stalking cases.*
- Provide funding to law enforcement agencies to support officers to participate in high-risk response and/or sexual assault response teams in coordination with a tribal and/or community-based sexual and/or domestic violence service provider and/or county district attorney office.
- Provide funding to support training of law enforcement personnel in the areas of domestic violence, sexual assault, dating violence, and stalking in collaboration with a community-based domestic and/or sexual violence service provider. Focus of training may include increasing cultural competency and sensitivity in working with underserved, marginalized and/or oppressed communities and Tribal Nations.

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- Provide funding to support law enforcement in efforts to increase cultural competency and sensitivity in working with underserved, marginalized, and/or oppressed communities and Tribal Nations.
- Provide funding to support law enforcement with the implementation of model firearm surrender protocols that require domestic violence perpetrators and restraining order respondents to surrender firearms to law enforcement agencies.
- Provide funding that supports meaningful access to sexual assault services with a percentage for a sexual assault set aside.

The following objectives for direct services for proposed **prosecution allocation projects** are provided to guide the development of your project. These objectives are listed in the current IP for Oregon. Please note that your project may include other objectives as long as they are directly connected to a federal statutory purpose area and include allowable uses of funds (prosecution). There are other objectives listed in the VAWA IP.

- Provide funding to prosecution agencies for hiring specially trained advocates to work with victims of domestic violence, sexual assault, dating violence, and stalking.
- Provide funding to prosecution agencies to support attorneys and/or investigators to conduct follow-up investigations of domestic violence, sexual assault, dating violence, and stalking cases.
- Provide funding to prosecution agencies to support attorneys to participate in high-risk response and/or sexual assault response teams in coordination with a tribal and/or community-based sexual and/or domestic violence service provider and/or law enforcement agency.
- Provide funding to support training of prosecution personnel in the areas of domestic violence, sexual assault, dating violence, and stalking in collaboration with a community-based domestic and/or sexual violence service provider.
- Provide funding that supports meaningful access to sexual assault services with a 25% sexual assault set aside.

The following objectives for direct services for the Oregon Judicial Department **Court allocation projects** are provided to guide the development of your project. These objectives are listed in the current IP for Oregon. Please note that your project may include other objectives as long as they are directly connected to a federal statutory purpose area and include allowable uses of funds (court) as defined in the RFA. There are other objectives listed in the VAWA IP.

- Provide funding to the Oregon Judicial Department, Office of the State Court Administrator to support the VAWA Central Point of Contact to support statewide projects that benefit the 27 judicial districts around the state.
- Provide funding to the OJD to support specialized judicial and court staff training on domestic and sexual violence; stalking and dating violence.
- Provide funding to OJD to facilitate the development and dissemination of uniform statewide policies and procedures.
- Provide funding to OJD for ongoing development and updating of uniform statewide forms and procedures for obtaining protective and stalking orders; bench guides/ and data entry guides.
- Provide funding to support tribal and/or community-based collaboration with victim advocates, law enforcement, and other stakeholders to improve system responses.

Applicants may find the following resources helpful when responding to Forms G – I: [FY 2017 – 2020 VAWA Implementation Plan](#); the 2017 VAWA Guidance; Federal and State Funding Priorities, Strategies and Objectives, and the RFA.

All applicants must complete the following questions:

1. Project Abstract

In a brief summary, provide a description of the major activities and services; project funded staff (includes title (s)), MOU participants, and contracted services; the project purpose, goals and outcomes; and the specific target population or audience to benefit from project services and activities during the project award period.

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2. Target Population (all populations to be served, including the UMOC/TN described in Form B).

Applicant responses to 2 a, b and c is an opportunity to describe the populations that the applicant intends to serve with VAWA funds. This description will provide reviewers with a sense of the applicant's depth and breadth of understanding of the identified population (s) or community/ies

3. Needs Statement

Applicant explains why this project is needed in the community and the specific nature and scope of the problem as it impacts the target population (includes the UMOC/TN). Applicants should document the stated problem (s) with specific sources of information and appropriate citations. Citations provide evidence for the applicant's arguments and add credibility to the statement of need. Various guides for citing sources are available on the Internet.

CVSD and the VAWA Implementation Planning Subcommittee conducted a survey during the planning stage of the statewide IP ([Summary of 2016 VAWA IP Survey Results](#)). Other identified gaps in the service delivery system are listed in the VAWA IP.

Applicants will respond to the narrative questions (4 a, b and c) to provide a description that is specific to the primary focus of the proposed project. Responses to questions 5 and 6 are specific to a secondary or tertiary focus of the proposed project. Please respond with non-applicable if the proposed project does not include training and/or development and implementation of policies, procedures, and protocols.

Responding to the narrative questions is the applicant's opportunity to explain in a clear and concise manner the project and the services being planned specifically with these funds. Respond to questions 4 a, b and c in as much detail as necessary to provide a clear project description. Ensure that the information entered on this Form matches consistently with information provided on other forms in your application.

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FORM H: PROJECT DESCRIPTION – TRAINING SERVICES

Resources and Guidance for Applicants:

Applicants will respond to Form H if the proposal primarily focuses on a training service project for law enforcement and/or prosecution, or the applicant meets the definition of “for the benefit of law enforcement or prosecution”.

Applicants that apply “for the benefit of” law enforcement” must demonstrate their project will provide support for core functions of the state, county, local, and/or tribal law enforcement agency/ies by:

- Investigating domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the immediate safety of victims; and
- Holding offenders accountable for their crimes.

The term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs or Village Public Safety Officers), including those referred to in section 2802 of Title 25.

Applicants that apply “for the benefit of” prosecution” must demonstrate their project will provide support for core functions of the state, county, local and/or tribal prosecution agency/ies by:

- Prosecuting domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the long term safety of victims; and
- Holding offenders accountable for their crimes.

The term “prosecution” means any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus (such as governmental victim assistance programs).

Applicants that are not designated law enforcement or prosecution agencies may propose subcontracting grant funds to a law enforcement or prosecution agency.

OJD is the only eligible applicant to respond under the court allocation category.

For law enforcement and/or prosecution projects:

- Provide funding to support training of **law enforcement** personnel in the areas of domestic violence, sexual assault, teen dating violence, and stalking in collaboration with a tribal and/or community-based domestic and/or sexual violence service provider. Focus of training may include increasing cultural competency and sensitivity in working with underserved, marginalized, and/or oppressed communities and Tribal Nations.
- Provide funding to support training of **prosecution** personnel in the areas of domestic violence, sexual assault, teen dating violence, and stalking in collaboration with a tribal and/or community-based domestic and/or sexual violence service provider.
- Provide funding that supports meaningful access to sexual assault services with a percentage as a sexual assault set aside.
- Funds will be used to support statewide training projects for law enforcement, prosecution, courts and victim services.

For law enforcement, prosecution and/or courts:

- Provide funding to support statewide training for local, state and tribal law enforcement, prosecution, courts and victim services related to domestic violence, sexual assault, stalking and/or dating violence.
- Provide funding to support training for local, state and tribal law enforcement regarding orders of protection, full faith and credit and the laws regarding domestic

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violence, sexual assault, stalking and dating violence on a local, state and federal level.

- Provide funding to support training on culturally specific services as well as cultural competency and sensitivity in working with underserved, marginalized and/or oppressed communities and Tribal Nations.
- Provide funding that supports basic and advanced training to local law enforcement and courts regarding services for victims in tribal communities. Specifically, training identified as areas of need on tribal land may include gender issues, immigration law and civil process law.
- Provide funding to support multi-disciplinary training and collaboration among government and responders.
- Provide funding to support training for implementation of evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality

For Court allocation projects only:

- Provide funding to the **Oregon Judicial Department** to support specialized judicial and court staff training on domestic and sexual violence; stalking and dating violence.

Applicants may find the following resources helpful when responding to Forms G – I: [FY 2017 – 2020 VAWA Implementation Plan](#); the 2017 VAWA Guidance; Federal and State Funding Priorities, Strategies and Objectives, and the RFA. CVSD and the VAWA Implementation Planning Subcommittee conducted a survey during the planning stage of the statewide IP ([Summary of 2016 VAWA IP Survey Results](#)). Other identified gaps in the service delivery system are listed in the VAWA IP.

Ensure that there is a clear connection between the training service activities and the gap(s) in services identified in question 2 on this form. When describing how these training activities will be delivered consider staffing, facilities, materials, partnership, etc. If start-up activities are included, be sure to include time lines for implementation

All applicants must complete the following questions:

1. Project Abstract

In a brief summary, provide a description of the major activities and services; project funded staff (includes title (s)), MOU participants, and contracted services; the project purpose, goals and outcomes; and the specific target population or audience to benefit from project services and activities during the project award period.

2. Needs Statement

Applicant explains why this project is needed in the community and the specific nature and scope of the problem as it impacts the target population (includes the UMOC/TN). Applicants should document the stated problem (s) with specific sources of information and appropriate citations. Citations provide evidence for the applicant's arguments and add credibility to the statement of need. Various guides for citing sources are available on the Internet.

Applicants will respond to the narrative questions (3 a, b and c) to provide a description that is specific to the primary focus of the proposed project.

Responding to the narrative questions is the applicant's opportunity to explain in a clear and concise manner the project and the services being planned specifically with these funds. Respond to questions 3 a, b and c in as much detail as necessary to provide a clear project description. Ensure that the information entered on this Form matches consistently with information provided on other forms in your application.

3. Description of Training Services

a. Upload a training outline that includes the name of the training (s); date and locations of training(s) (estimate projected dates if unknown); proposed trainer(s) if known; number of proposed LE and/or Prosecution staff trained for each event; number of training hours for each training; provide a description of proposed curriculum and/or topics; training objectives; identify

evaluation instrument to determine effectiveness of training and how it will address the purpose area (and objectives).

Proposed curriculum and/or topics: This description will provide reviewers with a sense of the applicant's depth and breadth of understanding of the identified population (s) or community/ies to be reached as it aligns with the curriculum that will be used to train law enforcement and/or prosecution.

- b. Provide a clear and reasonable timeline to conduct all of the planning and proposed training events in your response.
- c. Provide a response that will indicate the organizational capacity, knowledge and experience to provide the proposed training (s).

Responses to questions 4 and 5 are specific to a secondary or tertiary focus of the proposed project. Please respond with non-applicable if the proposed project does not include direct services and/or development and implementation of policies, procedures, and protocols.

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FORM I: PROJECT DESCRIPTION – POLICIES, PROCEDURES & PROTOCOLS

Resources and Guidance for Applicants

Applicants will respond to Form I if the proposal primarily focuses on a project that will include the development of policies, procedures, and/or protocols for law enforcement and/or prosecution, or the applicant meets the definition of “for the benefit of law enforcement or prosecution”.

Applicants that apply “for the benefit of” law enforcement” must demonstrate their project will provide support for core functions of the state, county, local, and/or tribal law enforcement agency/ies by:

- Investigating domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the immediate safety of victims; and
- Holding offenders accountable for their crimes.

The term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs or Village Public Safety Officers), including those referred to in section 2802 of Title 25.

Applicants that apply “for the benefit of” prosecution” must demonstrate their project will provide support for core functions of the state, county, local and/or tribal prosecution agency/ies by:

- Prosecuting domestic violence, sexual assault, stalking and/or dating violence crimes;
- Providing services to ensure the long term safety of victims; and
- Holding offenders accountable for their crimes.

The term “prosecution” means any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus (such as governmental victim assistance programs).

Applicants that are not designated law enforcement or prosecution agencies may propose subcontracting grant funds to a law enforcement or prosecution agency (Example: A co-located advocate in a law enforcement agency).

OJD is the only eligible applicant to respond under the court allocation category.

Ensure that there is a clear connection between the development of the policies, procedures & protocols and the activities as well as the gap(s) identified in question 3 on Form G. When describing how this project will be delivered considering staffing, facilities, materials, partnership, etc. If start-up activities are included, be sure to include time lines for implementation.

For law enforcement and/or prosecution allocation projects only:

VAWA provisions require that states demonstrate how they will reduce the number of domestic violence homicides. Oregon addressed this requirement through the Funding Priority included below. This Application encourages applicants to propose a project that implements the model firearm surrender protocols. This Application also allows applicants to propose a project that “develops and implements other policies, procedures and protocols” related to domestic and/or sexual violence, stalking or teen dating violence based on one or more of the federal statutory purpose areas.

- Provide funding to support law enforcement or prosecution with the implementation of [model firearm surrender protocols](#) that require domestic violence perpetrators and restraining order respondents to surrender firearms to law enforcement agencies.

Note: Review the model firearm surrender protocols if an applicant is proposing the implementation of model firearm surrender protocols developed by the Firearms & DV Task Force. The model firearm surrender protocols may be revised to meet the needs of your county.

Applicants may include the provision of sexual assault services in their proposed project.

- Provide funding that supports meaningful access to sexual assault services with a percentage of sexual assault set aside funds to support services.

- Implementation of coordinated policies and/or partnerships among and between non-profit, government-based and tribal victim service providers and law enforcement, prosecution and courts.

For Court allocation projects only:

- Provide funding to OJD to facilitate the development and dissemination of uniform statewide policies and procedures.

Provide funding to OJD for ongoing development and updating of uniform statewide forms and procedures for obtaining protective and stalking orders; bench guides, and data entry guides.

Applicants may choose their own objectives to support this primary focus.

Applicants may find the following resources helpful when responding to Forms G – I: [FY 2017 – 2020 VAWA Implementation Plan](#); the 2017 VAWA Guidance; Federal and State Funding Priorities, Strategies and Objectives, and the RFA. CVSD and the VAWA Implementation Planning Subcommittee conducted a survey during the planning stage of the statewide IP ([Summary of 2016 VAWA IP Survey Results](#)).

All applicants must complete the following questions:

1. Project Abstract

In a brief summary, provide a description of the major activities and services; project funded staff (includes title (s)), MOU participants, and contracted services; the project purpose, goals and outcomes; and the specific target population or audience to benefit from project services and activities during the project award period

2. Needs Statement

Applicant explains why this project is needed in the community and the specific nature and scope of the problem as it impacts the target population (includes the UMOC/TN). Applicants should document the stated problem (s) with specific sources of information and appropriate citations. Citations provide evidence for the applicant's arguments and add credibility to the statement of need. Various guides for citing sources are available on the Internet.

3. Description of Policies, Procedures & Protocol Development a. b and c

Applicants will respond to the narrative questions (3 a, b and c) to provide a description that is specific to the primary focus of the proposed project. Responses to questions 4 and 5 are specific to a secondary or tertiary focus of the proposed project. Please respond with non-applicable if the proposed project does not include training and/or direct services.

Responding to the narrative questions is the applicant's opportunity to explain in a clear and concise manner the project and the services being planned specifically with these funds. Respond to questions 3 a, b and c in as much detail as necessary to provide a clear project description. Ensure that the information entered on this Form matches consistently with information provided on other forms in your application

FORM J: PROJECT SPECIFIC GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES

All applicants must complete this form. Form K provides the applicant with four lines for entering objectives, activities, target outputs, output numbers, outcomes, and outcome percentages. If the applicant needs additional rows, click SAVE after entering the Outcome Percentage in the fourth row and a new row will automatically appear.

Applicants are encouraged to write goal statements, objectives, outputs, and outcomes that are specific and unique to the project. If an applicant chooses to use Common Outcome Measures (refer to the Monitoring and Financial Reporting, Reporting Requirement, Reporting on DOJ/CVSD Common Outcome Measures in the RFA Application Instructions for information on Common Outcome Measures), the applicant **MUST** be able to demonstrate that the Common Outcome Measures reflect only responses from domestic violence, sexual assault, teen dating violence, and stalking survivors receiving grant-funded services.

1. Goal, Objectives, Activities, and Performance Measures

The table below provides examples of a goal statement, objectives, activities, target outputs, output numbers, outcomes, and outcome percentages. Examples are provided for illustrative purposes only and should not be viewed as a model to be duplicated; each project will write goal statements, objectives, outputs, and outcomes that are specific and unique to the project.

Examples for Project Goals and Objectives

- a. **Goals** are broad, general statements of what the program hopes to accomplish. Ensure that there is a clear connection between the goal and the problem, gap(s) and activities described in the Project Description
- b. When completing the table/grid, write only one objective per box. If you will be entering multiple outputs and outcomes for a single objective, repeat the objective and activities columns for each additional target output or outcome associated with the objective. **Objectives** are the desired changes of the project and are derived from the goal. Objectives are specific, measurable changes your organization intends to bring about through the project activities. Objectives should be simple, realistic, reachable, and measureable. An objective is measurable when it specifically identifies the target (who or what will be affected), is time oriented (when it will be accomplished), and indicates direction of desired change (increase, decrease, maintain the object of change).
- c. When completing the table/grid, include all activities associated with the objective in the single box. **Activities** indicate an action you are going to take or something that you are going to do in order to accomplish the project objective. These proposed activities, which address the problem or need, should stem from the objectives that have been developed.

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Performance Measures: Performance measures are indicators that determine whether the project has met its objectives. Performance measures include both target outputs and outcome measures.

- d. When completing the table/grid, write at least one (1) target output for each objective. If you will be entering multiple target outputs for a single objective, repeat the objective and activities for each additional target output associated with the objective. **Target Outputs** are the proposed results of project activities. Target outputs are intended to be a concrete, objective measurement and may include the following information:
 - Number of survivors served
 - Types of survivors served
 - Number and type of services delivered
 - Length of time that it will take to serve that number of victims – for this project the length of time should be no longer than the 24-month grant award period.
- e. Enter the actual number associated with the narrative target output described in column d.
- f. When completing the table/grid, write at least one (1) outcome for each objective. If you will be entering multiple outcomes for a single objective, repeat the objective and activities for each additional outcome associated with the objective. **Outcomes** are changes in participants' lives as a result of the services delivered by the project. Outcomes are generally measured by asking for feedback through an evaluation process from those served by the project.
- g. Enter the actual outcome percentage associated with the narrative outcome described in column f.
- h. **Do you want to add another goal?** The applicant will select *Yes* or *No* if intending to add another goal. If not intending to enter a second goal, click *No*, and then click *SAVE*. If intending to enter a second goal, click *Yes* and a new *Goal, Objectives, Activities, and Performance Measures* section will automatically appear.

FORM K: COMMUNITY COLLABORATION, MEMORANDUM OF UNDERSTANDING, AND SUBCONTRACTING

Applicants are required to show documentation that criminal justice agencies receiving STOP VAWA grant funds have consulted with their local community and/or tribal victim service program during the course of developing the application. This requirement is to ensure that proposed activities by criminal justice agencies are designed to promote the safety, confidentiality, and economic independence of victims. The VAWA Implementation Planning Subcommittee (and CVSD Advisory Committee) requires that local community and/or tribal victim service programs also demonstrate the same consultation as noted in the required state funding priority.

Funding Priority: *Facilitating consultation and planning among and between non-profit, government-based, and tribal victim service providers and law enforcement, prosecution and courts. (REQUIRED)*

1. Community Collaboration

All applicants must complete questions 1.a. and b to demonstrate the collaborative relationship within the community during the development and implementation of the proposed project.

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2. Memorandum of Understanding

Applicants that are applying for the benefit of law enforcement and prosecution are required to upload a MOU demonstrating the relationship is meeting federal requirements and the core function of law enforcement or prosecution. (Refer to Form B. 2.b.) Other applicants may also upload an MOU with their proposed project.

All required partners (law enforcement, prosecution, courts, and victim service programs) must demonstrate the level of consultation and planning related to the implementation of the proposed project to:

- Ensure activities are designed to improve safety and confidentiality;
- Meet the needs of victims of domestic violence, sexual assault, dating violence and/or stalking.

The MOU will clarify the roles and responsibilities for each partner. This may include the coordination of referrals and services for victims; ongoing meetings to discuss progress and program changes; provision of data for reporting purposes, etc. Please include any additional activities agreed upon by each party in an effort to improve the criminal justice systems response to victims of domestic violence, sexual assault, dating violence and/or stalking.

If you are proposing to collaborate with other community partner(s), please include them along with stated roles and responsibilities in the uploaded Memorandum of Understanding (there is space to include other community or population specific organizations in the MOU).

If the applicant is proposing to work with Tribal Nations (or Tribal Nations is proposing to work with another partner): Applicants should consult with the Tribe to determine if a Tribal Resolution or an MOU is the appropriate documentation if an agency is proposing collaboration with a Tribal Nation. The MOU template may be revised to meet your needs. Additionally, ensure that Tribal Counsel or Leadership will meet to approve documents related to the proposed collaborative partnership within the open solicitation period.

All project specific collaborative partners (as described in your proposal) must sign the MOU and submit with the application.

3. Subcontract

If you are proposing to subcontract any of these funds to an individual or organization:

- Respond to questions 2a - e for the first subcontractor;
- **Upload the completed subcontract form in 2f. If you do not yet have a signed copy, upload an unsigned subcontract. A signed copy of the subcontract will be required prior to the execution of grant award documents.**

- g. **Do you have an additional subcontract to include?** The applicant will select Yes or No if intending to add another subcontract. If not intending to enter a second subcontract, click No, and then click SAVE. If intending to include a second subcontract, click Yes and a new *Proposed Subcontracting* section will automatically appear.

FORM L: ATTACHMENTS TO UPLOADS

1. Letter of Consultation

Letter should demonstrate that tribal, territorial, state or local prosecution, law enforcement, and courts have consulted with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that proposed services and activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. The letter should be signed by the Authorized Official describing how the agency met the requirement.

2. Letter of Authorization

a. **Non-profit organizations:** If someone other than an authorized member of the Board Page 14 of 24

of Directors has signed the application or intends to sign grant documents (including reports), applicants must attach a letter of authorization to the application. Please upload your signed Letter of Authorization.

b. Tribal Nations: Please submit a letter, resolution, affidavit, or other documentation that certifies that the applicant has the legal authority to apply for Oregon DOJ CVSD VAWA Competitive Grant Funds on behalf of the Tribe. The documentation must be current and sufficient to demonstrate authority for the application. Additionally, please identify whom the authorized member of Tribal Council, other tribal and/or program leadership will be the authorized official that will sign the application or intends to sign grant documents (including reports).

3. Certificate of Non-Supplanting (Tribal organizations and governmental entities only) If applicable, please upload your signed Certification of Non-Supplanting. The fiscal officer for your organization must sign and date the form.

4. Organization Chart

Please upload an organization chart for your agency

5. Indirect Cost Rate Agreement / 10% De Minimis (if applicable)

A federal grant may be charged an indirect cost rate based on:

A. Use a current indirect cost rate already negotiated either provisional or approved by a federal agency:

- Applicants with a federally-approved or provisional* indirect cost rate agreement may choose to charge their indirect cost rate to the grant.
- Agencies that elect to charge indirect costs must use the same indirect cost rate for all federal funding awards.
- Applicants can choose to charge the full amount, a reduced amount or waive their indirect cost rate for this award.
- Agencies that currently have or have had in the past a federally approved negotiated rate **cannot** use the 10% *de minimis* rate and must use the current negotiated rate or contact the cognizant federal agency to request an extension of the expired negotiated rate.
- Applicants **MUST** upload their current, signed indirect cost rate agreement certificate on **Form L: Attachments to Uploads**.

* If the agency has a provisional rate it may require adjusting should there be a rate change between the provisional and the final approved rate.

B. Entities eligible to use the 10% *de minimis* rate of the MTDC must certify that no unallowable expenses are included in the rate (including lobbying and fundraising) and must keep the documentation of this decision on file. Entities include:

- Nonprofit organizations that have **NEVER** negotiated a federal indirect cost rate;
- State and local government departments that have **NEVER** negotiated indirect cost rates with the Federal government and that receive less than \$35 million in direct Federal funding per year;
- Federally recognized Indian tribes that have **NEVER** negotiated an indirect cost rate with the Federal government may use the 10% *de minimis* rate of the modified total direct costs (MTDC).

For federal grants, DOJ is required to honor an applicant's negotiated indirect cost rate, or the *de minimis* indirect cost rate of 10% of modified total direct costs or the applicant may choose to waive an indirect cost rate. **The applicant is required to select the appropriate box to indicate to CVSD the applicant's intent regarding the allocation of indirect costs to these awards.**

NOTE: Applicants that wish to negotiate an indirect cost rate may contact their cognizant federal agency or follow the instructions available at <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>. An applicant must prepare and, if required, submit an indirect cost rate proposal no later than 90 calendar days from the date the award is made and thereafter annually within 6 months of the end of the applicant agency's fiscal year.

Modified Total Direct Costs (MTDC)

Modified Total Direct Costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each sub-award (regardless of the period of performance of the sub-awards under the award). MTDC excludes equipment, capital

expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award (contract) in excess of \$25,000.

Example: Calculating the Modified Total Direct Costs (MTDC) rate in a budget:

Example Budget:

Personnel:	\$20,000
Personnel Expenses:	\$4,400
Contractual Services:	\$27,000
Travel:	\$1,000
Office Supplies:	\$400
Equipment:	\$3,000
Total Direct Costs:	\$55,800

Total Direct Costs:	\$55,800
Less amount of a contract exceeding \$25,000 (for each contract)	\$2,000
Less Equipment	\$3,000
Less Rental costs (if part of an organization allocation plan)	0
MTDC	\$50,800
de minimis @ 10% of the total MTDC: \$50,800 x 10%	\$5,080
Total Project Amount: \$55,800 total Direct Costs + \$5,080 Indirect Costs.	\$60,880

- 6. Legal Assistance for Victims Certification Letter** Please upload a letter for your agency if the proposed project utilizes grant funds to provide legal assistance. The letter template can be found on Form L or in the RFA.
- 7. Racial and Ethnic Impact Statement** Please upload the required statement (and respond to required questions on the statement). The required form and guidance may be found on Form L or in the RFA.
- 8. For Non-Profit, Non-Governmental, and/or Community/Faith-Based Organizations** Both new applicants and applicants who are current CVSD grant recipients who are nonprofit, non-governmental and community/faith-based organizations are required to provide information related to the financial and non-profit position of the applicant organization.

Organization's most recent **Statement of Financial Position:** Upload the Statement of Financial Position that reflects the organization's assets and liabilities for the most current accounting period.

Upload the most recent submission of **IRS Form 990**. Upload the most recent annual Form 990 filed with the IRS.

Indicate if your organization has **Articles of Incorporation**. CVSD will verify on the Oregon Secretary of State Corporation Division website the applicant's business entity status.

Upload the organization's **IRS 501(c)3 Determination Letter**. VAWA regulations require that CVSD ensure that nonprofit organizations applying for VAWA funds have status as a nonprofit organization as described in section 501(c)(3) of the Internal Revenue Code of 1986 and are exempt from taxation under section 501(a) of that Code.

9. Administrative Risk Assessment. This is required as part of the CVSD Monitoring Process, a chart describing the process can be found [here](#). If your program has already completed this risk assessment as part of the 2016 VOCA Competitive Grant, you do not need to submit another one. You may upload a new assessment that reflects newly adopted policies and procedures.

10. Financial Risk Assessment. There is a form for nonprofit programs and one for government-based programs including Tribal Nations. This is required as part of the CVSD Monitoring Process, a chart describing the process can be found [here](#). If your program has already completed this risk assessment as part of the 2016 VOCA Competitive Grant, you do not need to submit another one. You may upload a new assessment that reflects newly adopted policies and procedures.

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FORM M: PERSONNEL

General Budget Instructions: Each applicant is requested to submit a 2-year budget. A list of allowable and unallowable services and activities is available in the RFA Application Instructions with additional information in the most recent version of the VAWA Grant Management Handbook.

NOTE: As required by VAWA Reauthorization Act of 2013 and the CVSD Advisory Committee, 20% of STOP VAWA Formula Grant Program funds in Oregon are earmarked for victims of sexual assault. If applicable, throughout the budget pages, you will be asked to allocate proposed costs between the domestic violence (DV) category and the sexual assault (SA) category.

Personnel Page Instructions:

When determining how to appropriately allocate proposed personnel costs between DV and SA, consider how *each* funded staff person's time dedicated to providing direct client services, training, outreach, participation on local, regional and statewide collaborative partnerships, and other allowable activities will benefit survivors of DV and SA.

Only include costs for staff providing direct client services and services that can be identified specifically with the project (includes supervision of direct service staff and completion of program-related records, statistics, and reports). Any staff performing general administrative duties, duties that cannot be readily identified with the project (salaries and expenses of executive directors, personnel administration, fiscal administration, etc.) should be included on the Other Costs page under Administrative Costs or Indirect Costs.

Applicants completing this form should keep the following in mind:

- This is a multiple page form. A separate personnel page must be created for each VAWA-funded staff;
- Applicants should consider any personnel salary and benefit increases when preparing project budget requests for the project award period January 1, 2019 – December 31, 2019;
- Salary should only include actual wages; all mandatory and optional personnel expenses should be included in the personnel expenses lines;
- Personnel expenses (mandatory payroll taxes and optional fringe benefits) may include any of the following: FICA, workers' compensation, unemployment insurance, health insurance, short/long term disability, retirement, etc.;
- The basis for each computation should be clearly demonstrated; and
- The information entered on each page aligns with the position name(s) and FTE(s) shown on the **Staff Roster** and in the **Project Description**.

1. **Staff Name Position Title:** For each position requested list the name of the employee and provide the title. If the position is not filled, enter *Vacant* or *To Be Hired*.
2. **Position Title:** For each position requested list the name of the employee and provide the title. If the position is not filled, enter *Vacant* or *To Be Hired*.
3. **Salary Funded by this Grant:** List the total salary for the position to be funded by this grant, either 100% in DV or SA or allocated between DV and SA. In the first text box, provide a detailed calculation that clearly shows how the budgeted salary for DV and/or SA was determined for **Year 1** of the award. In the second text box, provide a detailed calculation that clearly shows how the budgeted salary for DV and/or SA was determined for **Year 2** of the award.

Example Year 1: Salary Detail: \$30,000/year x .6 FTE (DV funds) = \$18,000 AND \$30,000/year X .2 FTE (SA funds) = \$6,000. This can also be calculated using an hourly approach: \$14.4231/hour x 1248 hours (.6 DV funds) = \$18,000 AND \$14.4231/hour x 416 hours (.2 SA funds) = \$6,000.

Example Year 2: Salary Detail: \$31,500/year x .6 FTE (DV funds) = \$18,900 AND \$31,500/year X .2 FTE (SA funds) = \$6,380. This can also be calculated using an hourly approach:

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$\$15.1442/\text{hour} \times 1248 \text{ hours} (.6 \text{ DV funds}) = \$18,900$ AND $\$15.1442/\text{hour} \times 416 \text{ hours} (.2 \text{ SA funds}) = \$6,380$.

4. **Total Salary:** List the total annual salary for this position funded at a full time equivalency (1 FTE). Even if the position is part-time, list the cost for 1 FTE. A 1 FTE position for 12 months is calculated 2080 hours.

Example: In this example the Year 1 salary for 1 FTE would be \$30,000 ($\$14.4231 \times 2080 = \$30,000$) and the Year 2 salary for 1 FTE would be \$31,500 ($\$16.1442 \times 2080 = \$31,500$).

5. **Personnel Expenses Funded by this Grant:** Indicate the amounts your agency is requesting for personnel expenses to be funded by this grant, either 100% in DV or SA or allocated between DV and SA. In the first text box, provide a detailed calculation that clearly shows how the budgeted personnel expenses were determined for **Year 1** of the award. In the second text box, provide a detailed calculation that clearly shows how the budgeted personnel expenses were determined for **Year 2** of the award. In both text boxes, indicate the dollar amount and the rate used to calculate the personnel costs of the staff position to be allocated to the project and list the personnel costs included in the calculation (FICA, UI, Workers' Compensation, health insurance, retirement, etc.).

Example Year 1: $\$30,000 \times .35 = \$10,500$ X .6 (DV funds) = \$6,300 and $\$30,000 \times .35 = \$10,500$ X .2 (SA funds) = \$2,100. Personnel expenses are calculated at 35% of the total salary. Personnel expenses include: employer portion of FICA, workers' compensation, unemployment, health insurance, short/long term disability, life insurance, and retirement.

Example Year 2: $\$31,500 \times .35 = \$11,025$ X .6 (DV funds) = \$6,615 AND $\$31,500 \times .35 = \$11,025$ X .2 (SA funds) = \$2,205. Personnel expenses are calculated at 35% of the total salary. Personnel expenses include: employer portion of FICA, workers' compensation, unemployment, health insurance, short/long term disability, life insurance, and retirement.

6. **Total Annual Personnel Expenses:** Indicate the total 12-month costs of personnel expenses for this position funded at a full time equivalency (1 FTE). Even if the position is part-time, list the cost for 1 FTE.

Example: In this example the Year 1 personnel expenses for 1 FTE would be \$10,500 ($\$30,000 \times .35 = \$10,500$) and the Year 2 personnel expenses for 1 FTE would be \$11,025 ($\$31,500 \times .35 = \$11,025$).

7. **FTE Calculation:** The FTE will auto-populate once the salary and benefits are entered. The CVSD E-Grants system calculates FTE by combining both salary and personnel expenses. Grantees should use the same method of calculating FTE on the Staff Roster. FTE can be calculated using the following formula:

$$\frac{\text{Grant Funded Salary} + \text{Grant Funded Personnel Expenses}}{\text{Total 1 FTE Salary} + \text{Total 1 FTE Personnel Expenses}}$$

Example:

$\$24,000$ (Grant Funded Salary) + $\$8,400$ (Grant Funded Personnel Expenses @ 35%) = $\$32,400$
 $\$30,000$ (Total Salary) + $\$10,500$ (Total Personnel Expenses) = $\$40,500$
 $\$32,400/\$40,500 = .8 \text{ FTE}$

8. **What activities will this staff member perform during their time funded by this grant?:** In this section, explain and justify the need for the personnel funds requested. Specifically describe the five (5) major direct service activities to be conducted by the VAWA-funded position in this project. Ensure that the description is consistent with the **Project Description** and the **Job Description**.

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FORM N: SERVICES AND SUPPLIES

General Budget Instructions:

Each applicant is requested to submit a 2-year budget. A list of allowable and unallowable services and activities is available in the RFA Application Instructions with additional information in the most recent version of the VAWA Grant Management Handbook.

NOTE: As required by VAWA Reauthorization Act of 2013 and the CVSD Advisory Committee, 20% of STOP VAWA Formula Grant Program funds in Oregon are earmarked for victims of sexual assault. Throughout the budget pages, you will be asked to allocate proposed costs between the domestic violence (DV) category and the sexual assault (SA) category.

Services & Supplies Page Instructions:

When determining how to appropriately allocate *each* proposed services and supplies cost between DV and SA, consider how subcontractors, travel, training, and other S&S costs will directly, or indirectly benefit survivors of DV and SA.

Applicants completing this section of the budget form should keep the following in mind:

- Expenditures in this section should support and enhance direct services and show they are consistent with the project activities;
- The basis for each computation should be clearly demonstrated; Costs should be directly attributable to the project or represent a pro-rated cost based on an agency identified allocation method;
- Expenditures must be allowable costs under the grant funds that are being requested; and
- The budget narrative should clearly explain the benefits of each grant-funded expense to the project.

1. Contracted Services:

If you are requesting funds in this line item, you are required to complete **Form K: Community Collaboration, Memorandum of Understanding, and Proposed Subcontracting** and upload a copy of the contract. Do not include contracted services for accounting or other administrative services, these costs should be included on the Other Costs page under Administrative Costs or Indirect Costs. Indicate the amounts your agency is requesting for Contractual Services to be funded in Year 1 and Year 2 by this grant, either 100% in DV or SA or allocated between DV and SA as appropriate.

In the first text box enter the Subcontractor name, if known, the service to be provided, the compensation rate (hourly or monthly salary, hourly or daily fee, monthly fee, etc.) and the total estimated time to deliver the service (hours, days, months based on compensation rate). Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval.

Calculation Examples:

Subcontract for FTE: \$15/hour X 1040 hours = \$15,600; 40% (\$6,240) DV funds, 60% (\$9,360) SA funds.

Subcontract for Trainer: \$50/hour X 16 hours = \$800; 100% DV

In the second text box, list all expenses to be paid on the Subcontract in addition to any compensation (training costs, travel costs, mileage, meals and lodging, supplies, etc.).

Calculation Example:

Subcontract for Trainer: \$300 for mileage, per diem and lodging and \$50 for supplies and copies

2. Travel:

Indicate the amounts your agency is requesting for Travel to be funded in Year 1 and Year 2 by this grant, either 100% in DV or SA or allocated between DV and SA as appropriate.

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In the text boxes for **Year 1** and **Year 2** describe the purpose of the budgeted travel expenses (e.g. travel to attend meetings, travel for outreach, client transport, and any other travel not related to attendance at training, etc.), show the basis of the computation (# of miles, cost per mile), and explain how the travel costs are necessary and beneficial to the project.

Calculation Example: 1000 miles X .55/mile = \$550

3. **Training:** Complete the **Year 1 Training** table and the **Year 2 Training** table by providing the title of the training, the number of attendees, any registration fee, and the estimated travel, lodging and per diem costs. The total Cost column will auto-populate the total training costs. The total training costs should then be allocated in the appropriate columns to DV and/or SA.

In the Year 1 and Year 2 text boxes, provide a brief description of each training, the calculations for how the training costs were determined, and an explanation of how the training is necessary and beneficial to the project.

Out of State Travel: Out of state travel is allowable, but must be well justified and must be approved by DOJ CVSD during grant negotiation. See the most recent version of the *VAWA Grant Management Handbook* for further details on training requests outside of Oregon.

NOTE: Government per diem rates must be used to calculate travel costs and are accessible by clicking on the link included on the form.

FOOD AND BEVERAGE FEDERAL POLICY

No VAWA funding can be used to purchase food and/or beverages for any meeting, retreat, seminar, symposium, training, or other similar event. Some exceptions do apply. This does not apply to providing emergency support to survivors. Please see the most recent version of the *VAWA and SASP Grant Management Handbook* for more details around this policy.

Table Example:

Training – National Victim Assistance Academy, Leadership Track, Portland.

Approximate Date – 8/26/2018

Number of Attendees – 2

Registration Cost – \$500.00

Travel Cost - \$360.00 (include mileage, car rental, hotel parking, gas, airline ticket, airport parking, taxi/shuttle, etc.)

Lodging Cost - \$227.70 (include lodging and related taxes)

Meal Per Diem Cost - \$198 (include any meals during travel not included in the training)

Total Cost - \$1,285.70 (auto-populated)

DV – \$1,028.56

SA - \$257.14

Text Box Calculation Example: Registration fees: \$250 X 2 = \$500. Travel costs: 600 miles round trip X .55/mile + \$30 (2 days hotel parking) = \$360. Lodging costs: \$99/night X 2 X 1.15 taxes = \$227.70. Per Diem costs: \$66/day X 2days X 2 attendees – \$66 (4 lunches provided) = \$198.

4. **Office Supplies, Postal Supplies, Printing & Copying, Communication, Equipment Rental:** Indicate the amounts your agency is requesting for each of the cost categories to be funded in Year 1 and Year 2 by this grant, either 100% in DV or SA or allocated between DV and SA as appropriate.

In the text boxes for **Year 1** and **Year 2** describe the purpose of the budgeted expenses, show the basis of the computation, and explain how the costs are necessary and beneficial to the project.

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Calculation Examples:

Office Supplies: \$50/month = \$600 (describe as either a cost directly attributable to the project or a pro-rated cost based on an agency identified allocation method)

Postal Supplies: \$125 to mail 100 copies of Project product + \$10/month postage = \$245 (describe postage as either a cost directly attributable to the project or a pro-rated cost based on an agency identified allocation method)

Printing & Coping: \$1,000 to print 100 copies of Project product + \$10/month printing = \$1,120 (describe the printing as either a cost directly attributable to the project or a pro-rated cost based on an agency identified allocation method)

Communication: \$70/ month cell phone + \$35/month office phone/Internet = \$1,260 (describe as either a cost directly attributable to the project or a pro-rated cost based on an agency identified allocation method)

Equipment Rental: \$25/month = \$288 (describe as either a cost directly attributable to the project or a pro-rated cost based on an agency identified allocation method)

FORM O: OTHER COSTS

General Budget Instructions:

Each applicant is requested to submit a 2-year budget. A list of allowable and unallowable services and activities is available in the RFA Application Instructions with additional information in the most recent version of the VAWA Grant Management Handbook.

NOTE: As required by VAWA Reauthorization Act of 2013 and the CVSD Advisory Committee, 20% of STOP VAWA Formula Grant Program funds in Oregon are earmarked for victims of sexual assault. Throughout the budget pages, you will be asked to allocate proposed costs between the domestic violence (DV) category and the sexual assault (SA) category.

Other Costs Page Instructions:

When determining how to appropriately allocate each proposed other cost between DV and SA, consider how rent, emergency services, capital outlay and other costs will directly or indirectly benefit survivors of DV and SA. Any Indirect Costs or Administrative Costs should be proportionately allocated to DV and/or SA based on how all proposed costs were allocated to DV and/or SA.

Applicants completing this section should keep the following in mind:

- Expenditures in this section must support and enhance direct services and show they are consistent with the project activities;
- The basis for each computation should be clearly demonstrated;
- Costs should be directly attributable to the project or represent a pro-rated cost based on an agency identified allocation method;
- Expenditures must be allowable costs under the grant funds that are being requested; and
- The budget narrative should clearly explain the benefits of each grant funded expense and how it relates to the project.

1. **Rent/Utilities:**

Indicate the amounts your agency is requesting for Rent/utilities to be funded in Year 1 and Year 2 by this grant, either 100% in DV or SA or allocated between DV and SA as appropriate.

In the text boxes for **Year 1** and **Year 2** describe the type of rent and utilities expense (office space, training space, storage space, utilities etc.), show how the cost was determined (cost per square foot, monthly

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rent, etc.), the basis for the computation, and explain how the rent costs are necessary and beneficial to the project.

NOTE: Mortgage costs are not allowed.

2. Emergency Services:

Indicate the amounts your agency is requesting for Emergency Services to be funded in Year 1 and Year 2 by this grant, either 100% in DV or SA or allocated between DV and SA as appropriate.

In the text boxes for **Year 1** and **Year 2** describe the type of Emergency Services, explain how the cost was determined, and explain how the emergency service costs are necessary and beneficial to the project.

3. Capital Outlay:

Indicate the amounts your agency is requesting for Capital Outlay to be funded in Year 1 and Year 2 by this grant, either 100% in DV or SA or allocated between DV and SA as appropriate.

In the text boxes for **Year 1** and **Year 2** list each non-expendable item to be purchased, the cost for each item, and the pro-rated portion allocated to this project, unless the item is being purchased exclusively for this project. Explain how the item to be purchased is necessary for the success of the project. Capital purchases have an acquisition cost of \$5,000 or more with a useful life exceeding one year. Expendable items should be included in Office Supplies and rented or leased items should be included in Equipment Rental.

4. Indirect/De Minimis Costs:

Refer to the Form Instructions or Form L. Attachments to Upload, for information on the options for including indirect costs in this VAWA Competitive RFA. If an applicant is charging indirect costs or a de minimis they cannot also charge Direct Administrative costs to federal awards. An applicant may charge the indirect or de minimis costs to the federal awards, and Direct Administrative costs to state awards.

Instructions:

The applicant will indicate either the amount of indirect cost, *de minimis* or leave blank if the agency is waiving an indirect cost rate for this award.

If the applicant is charging an indirect cost rate: In the text box provide a brief narrative that describes what costs are included in the indirect rate (the cost of operating and maintaining facilities, equipment, and grounds; depreciation or use allowances; and administrative salaries and supplies are examples of the types of costs that are usually treated as indirect).

a. Applicants requesting indirect costs should keep the following in mind:

- Applicants who intend to claim indirect costs on this award must have a prepared indirect cost rate proposal and related documentation to support those costs.
- Applicants who intend to claim indirect costs on an award, but have a pending federally-approved indirect cost rate agreement may choose to budget their provisional indirect cost rate. Possible issues arising from using a provisional indirect rate will be addressed as follows:
 - If the final negotiated rate is less than the rate that was used for budget estimates in the application budget, CVSD may reduce the amount of the award or consider a budget amendment to shift funds from indirect costs to direct costs.
 - If the final negotiated indirect rate is higher than the rate that was used for budget estimates in the application budget, CVSD will not increase the amount of the award, but may consider a budget amendment to shift funds from direct costs to indirect costs.
 - If the applicant fails to establish a negotiated indirect cost rate agreement during the grant period, all indirect costs will be unallowable. CVSD may reduce the amount of the award or consider a budget amendment to shift funds from indirect costs to direct costs.

- Applicants MUST upload on Form L: Attachments to Upload, a current, signed indirect cost rate agreement or proposal, or, if submission of an indirect cost rate is not required, a current Certificate of Indirect Costs.
- CVSD will only accept indirect costs rates agreements or certificates that are current at the time the awards are announced.
- Applicants who have never received a federally-approved indirect cost rate, other than governmental departments or agency units that receive more than \$35 million in direct federal funding and Indian tribal governments desiring reimbursement of indirect costs (these entities must submit indirect cost rate proposals to a federal agency), may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC).
- Applicants may choose to waive or reduce the indirect cost rate charged to an award; the Applicant must document its choice on Form L: Attachments to Upload.

b. Applicants requesting a 10% *de minimis* indirect cost rate should keep the following in mind:

- If the applicant agency has never negotiated an indirect cost rate, and is an eligible entity, the applicant may use the 10% *de minimis* indirect cost rate with no additional documentation requirements.
- If an applicant agency chooses to use the *de minimis* rate, it must do so consistently for all federal awards until such time that the agency chooses to negotiate a rate with a federal agency.

Modified Total Direct Costs (MTDC)

Modified Total Direct Costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each sub-award (regardless of the period of performance of the sub-awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award (contract) in excess of \$25,000.

Example: Calculating the Modified Total Direct Costs (MTDC) rate in a budget:

Example Budget:

Personnel:	\$20,000
Personnel Expenses:	\$4,400
Contractual Services:	\$27,000
Travel:	\$1,000
Total Direct Costs:	\$55,800
Less amount of a contract exceeding \$25,000 (for each contract)	\$2,000
Less Equipment	\$3,000
Less Rental costs (if part of an organization allocation plan)	0
MTDC	\$50,800
<i>de minimis</i> @ 10% of the total MTDC: \$50,800 x 10%	\$5,080
Total Project Amount: \$55,800 total Direct Costs + \$5,080 Indirect Costs.	\$60,880
Office Supplies:	\$400
Equipment:	\$3,000
Total Direct Costs:	\$55,800

NOTE: State agencies and local units of government may not charge to the grant the cost of central support services supplied by the State or the local unit of government except pursuant to a cost allocation plan approved by the cognizant Federal agency.

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5. Direct Administrative Costs:

If an applicant does not have an indirect cost rate and does not want to charge 10% to all federal awards they can choose to direct charge administrative costs at any rate up to 10% of the MTDC. The MTDC is calculated the same as shown for the 10% *de minimis*.

Instructions:

Indicate the amounts your agency is requesting for Direct Administrative Costs to be funded.

In the text box provide a detailed explanation of the administrative costs, either a percentage or direct charged, to be funded by this grant (staff FTE, fiscal services, IT services, HR services, general liability insurance, audit costs, etc.), the method used by the organization to equitably allocate administrative costs, and how these costs are necessary and beneficial to the project.

Indicate the amounts your agency is requesting for Administrative Costs to be funded in Year 1 and Year 2 by this grant. Administrative Costs should be allocated to DV and/or SA based on the percentage of total proposed project costs allocated to DV and/or SA.

5. Other:

Indicate any amounts your agency is requesting for Other Costs to be funded in Year 1 and Year 2 by this grant, either 100% in DV or SA or allocated between DV and SA as appropriate.

In the text boxes for **Year 1** and **Year 2**, list other items by major type, the basis for the computation and how these costs are necessary and beneficial to the project.

FORM P: MATCH

All applicants will complete the Match Form with the exception of Tribal Nations and victim service providers as stated under 42 U.S.C. § 13925 (b) (1). The term “victim service provider” means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Please keep the following in mind as you complete this form:

- Applicants, other than Tribal Nations and victim service providers, must provide a 25% match of the total project funds being requested (divide your federal funds by three);
- Match may be provided as cash or as an in-kind contribution;
- Match must be used to directly support the project activities and goals;
- Match funds are restricted to the same use as allowed for the use of VAWA funds;
- Match does not have to align with grant funds being requested;
- Match must be expended within the grant period;
- Federal funds cannot be used as match; and

NOTE: Refer to the most recent version of the VAWA Grant Management Handbook provides a more thorough explanation regarding match.

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1. Salary:

Indicate any amounts your agency is providing as match in salary or volunteer hours in Year 1 and Year 2 for this grant.

Cash: Enter the amount of any Cash Match provided in Year 1 and Year 2.

Volunteer hours: Enter the number of volunteer hours to be provided in Year 2 and Year 2.

Volunteer Hourly Rate: Enter the hourly rate that represents the monetary value of time contributed by volunteers. The appropriate volunteer hourly rates may vary based on the type of work performed by the volunteer. Mandated personnel costs may be included in the hourly rate, that is, FICA, FICA Med, UI and Workers' Compensation. Hourly rates for volunteers performing work similar to that performed by paid staff should reflect similar hourly rates. You may use an average rate in the Match budget and then report actual rates. You may refer to the Independent Sector's Value of Volunteer time to determine a recommended maximum hourly rate for Oregon: <https://www.independentsector.org/volunteertime>.

Click "SAVE" and the total amount will autofill.

In the first text box describe any salaried position(s) and volunteers, include the FTE of each salaried position and describe how the hourly rate for any volunteers was calculated (**mandated personnel costs should be included in the hourly rate**). Include an explanation of how the salaried position(s) and/or volunteer hours are necessary and beneficial to the project.

In the second text box, describe the source(s) of the match (type of state or local funds, foundation grants, private donations, etc.).

2. Personnel Expenses:

Indicate any amounts your agency is providing as match in Personnel Expenses in Year 1 and Year 2 for this grant. Personnel Costs for volunteers should be included in the volunteer hourly rate in #1 Salary.

In the first text box, describe any percentage of personnel expenses for any position(s) included as match.

In the second text box, describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services or goods, etc.).

3-16. Contractual Services, Travel, Training, Office Supplies, Postage, Printing & Copying, Communication, Equipment Rental:

Indicate any amounts your agency is providing as match in any of these cost categories in Year 1 and Year 2 for this grant.

In the first text box, describe any specific costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

In the second text box, describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

17. Click on the "SAVE" button and the total match amounts will autofill.
The match will also autofill on the **Form Q: Budget Summary**.

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FORM Q: BUDGET SUMMARY

This page summarizes the budget from the VAWA Personnel, Services & Supplies, Other and Match pages. Please click the “Save” button when operating this form to have it pull information from the budget forms and calculate totals. In order to address any errors that appear on this page you will need to go back to the appropriate budget form to make the necessary corrections. Once the corrections have been made return to the Budget Summary and click the “SAVE” button to ensure that no additional errors exist.