

**OREGON DEPARTMENT OF JUSTICE
CRIME VICTIM AND
SURVIVOR SERVICES DIVISION**



**2025
TRAUMA INFORMED RESPONSE TRAINING
(TIRT)
NON-COMPETITIVE
GRANT FUNDING OPPORTUNITY
REQUEST FOR APPLICATIONS (RFA)**

**Attorney General Dan Rayfield
Oregon Department of Justice
Crime Victim and Survivor Services Division
1162 Court Street NE
Salem, OR 97301-4096**

GRANT OPPORTUNITY SUMMARY

Opportunity Type:	Non-Competitive
RFA Release Date:	This solicitation was released on January 6, 2025.
RFA Deadline:	Applications will be reviewed on a rolling application deadline until the earlier of June 30, 2025, or until all funds are allocated.
Project Period:	July 1, 2025 – June 30, 2026
Total Available for Grants:	\$237,500
Matching Requirement:	None
Application Video Calls:	January 21 & 23, 2025. See pages v for details.
Purpose:	<p>The purpose of TIRT funds is to fund training for groups and agencies that interact with persons who have experienced trauma.</p> <p>Specifically, the training is intended for law enforcement, district attorneys, sexual assault nurse examiners, emergency communications workers, victim advocates or any other group or agency the law enforcement agency or local government determines appropriate for the training.</p>
Eligibility:	All applicants must be a law enforcement agency, local government agency, or a federally recognized Tribal Nation in Oregon. (See Section 1.B for further details.)

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RESOURCES FOR THIS APPLICATION

Throughout this document, the Oregon Department of Justice, Crime Victim and Survivor Services Division is referred to as ODOJ CVSSD. The 2025 TIRT Request for Applications is referred to as the 'RFA'.

The [Form Instructions](#) provide guidance for each question in the application. The instructions can be found in the first section of the navigation panel in the E-Grants Application.

The [E-Grants Application User Guide](#) answers questions about navigating the system. CVSSD has recorded an **Introduction to CVSSD E-Grants Webinar** ([with American Sign Language interpretation](#) or [without interpretation](#)). It covers how to initiate, complete, and submit applications and reports and walks through the basics of navigating the system. Organizations new to E-Grants will need to first register and complete the Organization information. Once that information is saved, CVSSD will send a notification that the organization has been added to the system. Visit the [E-Grants](#) site to register. Instructions are included on the login page found [here](#).

AMENDMENTS TO THE APPLICATION

ODOJ CVSSD may amend the RFA. Any amendment(s) or clarifications made to the RFA will be posted in the ODOJ CVSSD E-Grants system immediately below the RFA.

APPLICATION VIDEO CONFERENCE SCHEDULE

Applicants are **required** to attend, (or view recording online), one of the two video conferences listed below. Registration is not necessary.

Date & Time	Link
Tuesday, January 21 2:00pm- 3:30pm	Topic: TRAUMA INFORMED RESPONSE TRAINING - APPLICATION VIDEO CONFERENCE https://www.zoomgov.com/j/1604081352?pwd=554g6MHVg4UBZDvRpWO1gLDYxc0ZJ9.1
Thursday, January 23 10:00am- 11:30am	Topic: TRAUMA INFORMED RESPONSE TRAINING- APPLICATION VIDEO CONFERENCE https://www.zoomgov.com/j/1606630731?pwd=6O9tH6gTTf8S8Oc74Ry1OHmaGxkRLI.1

If you require any accommodation to participate in a virtual session, please contact Maria Ruiz Ceja at maria.ruizceja@doj.oregon.gov. Please identify the session(s) you will be attending and the accommodation you are requesting. Closed Captioning and Spoken Language Interpreters are examples of accommodations that will be provided upon request. As much advance notice as possible will help us to provide seamless access.

TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS

Date	Activity
January 6, 2025	Request for Applications Released
Rolling Application Deadline	Applications are open until either all funds have been awarded or June 30, 2025, at 5:00 pm PST, whichever occurs first.
Within one month of application (approximately)	Anticipated Application Review & Requests for Modifications
Within one month of application approval (approximately)	Anticipated Execution of Grant Agreements

STAFF CONTACT INFORMATION

Grant Fund Coordinator & Application Contact	Phone	E-mail
Nathaline Nivens	(503) 400-5261	Nathaline.Nivens@doj.oregon.gov
Grants Unit Manager	Phone	E-mail
Kim Kennedy	(503) 378-5178	Kim.Kennedy@doj.oregon.gov
Grant Specialist	Phone	E-mail
Maria Ceja Ruiz	(503) 378-8435	Maria.ruizceja@doj.oregon.gov

SECTION I: APPLICATION OVERVIEW

A. INTRODUCTION

In 2021, through HB 2575, the Oregon legislature designated state General Funds for Trauma Informed Response Training. The Oregon Department of Justice, Crime Victim and Survivor Services Division is administering the funds.

The purpose of TIRT funds is to allow law enforcement agencies and local governments to fund training for groups and agencies that interact with persons who have experienced trauma. Specifically, the training is intended for law enforcement, district attorneys, sexual assault nurse examiners, emergency communications workers, victim advocates or any other group or agency the law enforcement agency or local government determines appropriate for the training.

The grant funds may be used to support one or more of the following:

1. **Foundations of Trauma Informed Care Training**

Send trainees to a one-day training coordinated by ODOJ CVSSD (See Appendix A for schedule and course details); and/or

2. **Training of Trainers**

Send trainees to a four-day training coordinated by ODOJ CVSSD (See Appendix A for schedule and course details); and/or

3. **Grantee Conducts Local Training(s)**

Grantee conducts local training led by graduates of the ODOJ CVSSD coordinated Training of Trainers using the provided approved model curriculum. This could include training by graduates of TIRT Facilitator Training offered through the TIRT 2023, 2024, and 2025 grant cycles.

This application's grant cycle is July 1, 2025 – June 30, 2026. Applicants are encouraged to read all the RFA and the [Form Instructions](#) prior to completing the application forms in the [ODOJ CVSSD E-Grants system](#).

B. ELIGIBILITY

All applicants must be a law enforcement agency, local government agency, or a federally recognized Tribal Nation in Oregon as defined below:

1. **Law enforcement agency** → an agency employing law enforcement officers, the primary duty of which is one or more of the following:

- a. Detecting crime and enforcing the criminal laws of this state or laws or ordinances relating to airport security;
 - b. The custody, control or supervision of individuals convicted of or arrested for a criminal offense and confined to a place of incarceration or detention; or
 - c. The control, supervision and reformation of adult offenders placed on parole or sentenced to probation and investigation of adult offenders on parole or probation or being considered for parole or probation.
2. **Local government agency** → a county or city agency created to carry out a government function or to implement a statute or statutes. This includes but is not limited to:
- a. City Offices/City Attorney
 - b. County Offices/ County District Attorney's Office /County Counsel
3. **Federally Recognized Tribal Nation in Oregon**
Tribal Government/Tribal

C. APPLICANT RESPONSIBILITIES

It is the responsibility of the applicant agency to complete and submit the application, complete and submit required reporting, serve as the sole point of contact for the Grant Fund Coordinator, and to provide needed registration information for training participants. These responsibilities cannot be passed along to a partner agency or community partner.

SECTION II: REQUIREMENTS FOR ALL ODOJ CVSSD GRANT FUNDS

ODOJ CVSSD has established universal requirements for any application for state and federal grant funds administered by ODOJ CVSSD. These requirements include:

A. ELIGIBILITY

To be eligible for this funding through ODOJ CVSSD, applicants must meet all eligibility criteria listed in Section I of this RFA.

B. COMMON REQUIREMENTS

1. Effective Services and Sound Administrative and Financial Management
 - a. Financial and progress reports are true, accurate, timely, and complete.
 - b. ODOJ CVSSD conducts monitoring as needed.
 - c. True and accurate financial records kept in accordance with Generally Accepted Accounting Principles (GAAP) and federal Uniform Guidance.

2. Compliance with Relevant State and Federal Laws (See Appendix B)

Applicants must comply with relevant federal and state laws. These may include civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities (i.e., Civil Rights Act of 1964, Equal Employment Opportunity Act of 1972, Americans with Disabilities Act of 1990, Limited English Proficiency guidelines), and Uniform Guidance 2 CFR Part 200.

3. Compliance with Fund Specific Guidance in this RFA.

C. POSSIBLE OUTCOMES OF NON-COMPLIANCE

ODOJ CVSSD is responsible for ensuring that a grantee is in compliance with the general or specific terms and conditions of an award. If a determination of non-compliance is made, ODOJ CVSSD will take one or more of the following actions in accordance with the ODOJ CVSSD grant agreement.

1. Perform additional project monitoring.
2. Establish corrective action plan(s) to address areas of concern.
3. Require the subrecipient to obtain technical or management assistance.
4. Place supplemental conditions on subrecipient with moderate to high risk assessment scores.
5. Require payments as reimbursements rather than advance payments, if applicable.
6. Perform monthly check-ins with fund coordinator.

7. Require monthly financial or progress reporting, or supplemental reports as requested by the fund coordinator.
8. Temporarily withhold cash payments pending correction of a deficiency.
9. Disallow all or part of the cost of an activity or action not in compliance.
10. Wholly or partially suspend or terminate the award.
11. Withhold further awards for the project or program.
12. Take other remedies that may be legally available.

SECTION III: ALLOCATIONS AND GRANT AWARDS

A. ALLOCATION OF FUNDS

ODOJ CVSSD will approve applications if they meet the eligibility requirements, include allowable expenses, and there are remaining funds to be allocated. All decisions regarding awards are made at the sole discretion of ODOJ CVSSD. ODOJ CVSSD may seek clarification from applicants on an application, including asking for additional information, and may negotiate additional changes with an applicant.

The previous sentence notwithstanding, if the number of requests received in the same time frame exceeds the funds available, ODOJ CVSSD will prioritize the funding of applicants who:

1. focus on training law enforcement officers;
2. represent geographic diversity; and/or
3. have not previously received TIRT funding through ODOJ CVSSD.

B. PAYMENT OF AWARDS

All payments are contingent upon funds being available for distribution. TIRT funds will be paid on a reimbursement model. Expenses incurred are reimbursed each quarter after CVSSD receives and approves financial and progress reports due for that period.

C. UNEXPENDED FUNDS & DE-OBLIGATION OF FUNDS

All funds awarded must be expended no later than June 30, 2026. Final expenses must be reported no later than July 20, 2026, for the quarter ending June 30, 2026.

SECTION IV: GENERAL INSTRUCTIONS

The following instructions are intended to guide the applicant in completing the application.

1. Applicants not registered in CVSSD E-Grants must set up a profile and register. Applicants are encouraged to do this as soon as possible. Visit the [E-Grants](#) site to register. Instructions are included on the login page found [here](#). This process will also be demonstrated in the teleconferences.
2. Applicants already registered in CVSSD E-Grants must review and update the organization's contact and member profile information. This includes deactivating staff no longer associated with the organization. This process should be completed prior to initiating the application.
3. Applications must be completed and submitted entirely through the CVSSD E-Grants system. All forms must be complete with no error messages before submitting the application. **Remember to click "SAVE" frequently.** Applicants are responsible to enter and save all application information in the ODOJ CVSSD E-Grants system. ODOJ CVSSD accepts no responsibility for applicants missing information in the Application and the E-Grants system.
4. Applicants must **change the status of the application to "Application Submitted"** when all forms are completed, and all errors are corrected. For assistance with how to submit your application see the [CVSSD E-Grants Applicant User Guide](#).
5. Applications are open until either all funds have been awarded or June 30, 2025, at 5:00 pm PST, whichever occurs first. **Even if funds are still available, applications will not be accepted after 5:00 pm PST on June 30, 2025. CVSSD staff are not available for assistance after 5:00 p.m.**
6. Technical assistance regarding ODOJ CVSSD E-Grants is available:
 - a. Form Instructions are included in the first section of the navigation panel of the application.
 - b. The ODOJ CVSSD E-Grant Applicant User Guide is available at: [E-Grants User Guide](#)
 - c. Contact a Fund Coordinator Nathaline Nivens at Nathaline.Nivens@doj.oregon.gov for assistance with the application contents.
 - d. Contact the Agate Software Help Desk for system technical assistance, which is available Monday – Friday 5am to 5pm, Pacific Standard Time, at 1-866-449-1425 or email azhelpdesk@agatesoftware.com.
7. All required documents for this application are found in [ODOJ CVSSD E-Grants](#).

- a. The ODOJ CVSSD E-Grants system allows applicants to check the status of each form, and when it was first created and last modified. As each form is saved, the system will inform applicants if there are errors. Applicants are unable to apply until all errors are corrected.
 - b. All applicants are required to complete Forms A, B, C, D, E and F.
8. Do not attach or upload documents to the Forms pages that are not required unless otherwise directed by ODOJ CVSSD.
9. By submitting this application, the applicant agrees to comply with all ODOJ CVSSD requirements for funding.

SECTION V: USE OF TIRT FUNDS

A. PURPOSE

The purpose of TIRT funds is to fund training for groups and agencies that interact with persons who have experienced trauma.

Specifically, the training is intended for law enforcement, district attorneys, sexual assault nurse examiners, emergency communications workers, victim advocates or any other group or agency the law enforcement agency or local government determines appropriate for the training.

B. ALLOWABLE AND UNALLOWABLE SERVICES AND COSTS

1. ALLOWABLE COSTS

Grant funds shall be used to support one or more of the following:

Foundations of Trauma Informed Care Training

Send trainees to a one-day training coordinated by ODOJ CVSSD (See Appendix A for schedule and course details); and/or

Training of Trainers

Send trainees to a four-day training coordinated by ODOJ CVSSD (See Appendix A for schedule and course details); and/or

Grantee Conducts Local Training(s)

Grantee conducts local training led by graduates of the ODOJ CVSSD coordinated Training of Trainers using the provided approved model curriculum.

Examples of allowable costs include, but are not limited to:

- a. Foundations of Trauma Informed Care Training
lodging, per diem, mileage, administration, de minimis/indirect
- b. Training of Trainers
lodging, per diem, mileage, administration, de minimis/indirect
- c. Grantee Conducts Local Foundations of Trauma Informed Care led by graduates of the ODOJ CVSSD coordinated facilitator training using the approved model curriculum
venue expenses, facilitator travel expenses in local jurisdiction (lodging,

per diem, mileage), administration, de minimis/indirect

- d. Salary and personnel expenses for overtime and shift coverage allowing **Certified Law Enforcement Officers** to attend and/or facilitate TIRT 2025-2026 trainings.

2. UNALLOWABLE COSTS

- a. Funds may not be used for any purpose other than those allowable expenses noted above.
- b. Funds may not be used pay a subcontractor to administer any part of the grant.

Please contact TIRT Grant Fund Coordinator Nathaline Nivens at Nathaline.Nivens@doj.oregon.gov with any questions around the allowability of specific costs.

C. RESOURCES

Trauma Informed Oregon

[TIO | Foundations of Trauma Informed Care Videos \(traumainformedoregon.org\)](https://traumainformedoregon.org)

[TIO | TIO Courses and Trainings \(traumainformedoregon.org\)](https://traumainformedoregon.org)

SECTION VI: SUBMISSION INFORMATION

Applications must be submitted electronically through the ODOJ CVSSD E-Grants system.

There is a rolling deadline for this application. We will accept applications until:

**All funds have been awarded or
June 30, 2025, at 5:00 pm PST,
whichever comes first.**

Please contact TIRT Grant Fund Coordinator Nathaline Nivens at Nathaline.Nivens@doj.oregon.gov to inquire if funds remain.

Please review the ODOJ CVSSD [E-Grants Applicant User Guide](#) for instructions on how to submit your application. Please schedule enough time to negotiate computer difficulties.

CHECK THE APPLICATION CAREFULLY BEFORE SUBMISSION.

SECTION VII: APPLICATION REVIEW AND AWARD DECISIONS

A. APPLICATION REVIEW PROCESS

This Request for Applications is non-competitive, and as such applications will be approved if they meet the eligibility requirements and contain allowable expenses. Applications are reviewed internally by ODOJ CVSSD Grant Fund Coordinators and staff. In addition to the application, ODOJ CVSSD staff may review and consider previous applications for ODOJ CVSSD grant funds, progress and financial reports and information collected from desk reviews and site visits. ODOJ CVSSD may seek clarification from applicants on an application, including asking for additional information, and may negotiate additional changes with an applicant.

B. AWARD CONDITIONS

All grant awards are conditional upon the timely completion of modifications to the application and grant award documents. If application modifications and grant award documents are not completed by an applicant within three months of the grant award notice, then ODOJ CVSSD has the authority to withdraw the award and reallocate the funds. If you are currently a ODOJ CVSSD grantee, reports for all existing grants must be complete before a TIRT award is issued or payment is released. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by the applicant and by the ODOJ CVSSD designee.

All ODOJ CVSSD grant agreements include requirements that must be satisfied by both parties to the agreement. ODOJ CVSSD may also include supplemental conditions in grant awards. Supplemental conditions may include increased frequency of reporting, submission of additional reports or documentation, finalizing contractual agreements, etc. An applicant's failure to satisfy the supplemental conditions shall be governed by the default and termination provisions.

C. RESERVATIONS OF RIGHTS

ODOJ CVSSD reserves the right to:

1. Reject grant applications that are late, incomplete or non-conforming
2. Request clarification or supplemental information for an application. An applicant's failure to provide a timely and satisfactory response may lead to rejection of the application and denial of a grant award;
3. Reject any and all applications received by reason of this RFA, or to negotiate separately in any manner necessary to serve the best interest of the public;
4. Determine, in their sole discretion, whether an application does or does not, substantially comply with the requirements of the RFA; and
5. To waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this RFA

D. REVIEW OF ODOJ CVSSD AWARD DECISIONS

An applicant has the right to a review of the award decision about its application. No applicant will be subject to reprisal for seeking a review of an award decision.

Informal Review

Applicants may request informal feedback and technical assistance regarding their grant application any time after receiving notification of the award decision. Contact Nathaline Nivens for additional information regarding this process.

Formal Review

- An applicant has a right to a review of the award decision with regards to its application.
- Each applicant will be informed of this review procedure at the time a decision is made regarding its application.
- No applicant will be subject to reprisal for seeking a review of an award decision.
- An applicant may request a review, by written request, to ODOJ CVSSD within seven (7) calendar days after receiving notification of the award decision.
- Upon receipt of a written request, ODOJ CVSSD will make every effort to schedule a meeting with the applicant within 14 calendar days.
- ODOJ CVSSD will notify the applicant of the result of the meeting within 5 calendar days after the meeting is held.
- If the matter is not resolved through this process, the applicant may request a review of the issue by the Attorney General or her designee. The applicant must make a written request for further review within 7 calendar days following notification of the meeting results described in this paragraph.
- • Every effort will be made to have a final decision to the applicant within 14 days of receipt of the final written request.

SECTION VIII: MONITORING AND REPORTING REQUIREMENTS

A. GRANT MONITORING

ODOJ CVSSD monitors each grantee receiving funding. This is to assure that the grantee is: a) completing activities as described in this RFA and grant agreements; b) spending grant funds as agreed; c) working towards funding objectives; and d) following appropriate fiscal procedures. Monitoring also includes technical assistance and support for program development. You can view ODOJ CVSSD's grant monitoring policy at <https://www.doj.state.or.us/crime-victims/for-grantees/grant-guidance-documents/>.

B. DEFAULT

All ODOJ CVSSD grant agreements provide that grantees who fail to meet any of the reporting requirements included in this section (financial, narrative, and/or statistical) shall be considered to be in default under the agreement. In such a case, ODOJ CVSSD has the right to end the grant. ODOJ CVSSD may also reduce the award proportionately to the period for which reports were not submitted in a timely manner.

C. REPORTING REQUIREMENTS

Grantees must describe grant-funded project activities and expenses through quarterly reports. Reports will be submitted through the ODOJ CVSSD E-Grants system.

1. QUARTERLY FINANCIAL REPORT

Grantees will submit quarterly a financial report detailing expenses for each quarter. If there are no expenditures for the quarter, grantee will submit a financial report indicating zero expenditures.

2. END OF GRANT REPORT

Grantees will submit an end of grant report.

a. All Grantees will report on:

- i. Successes and challenges in providing a trauma informed response (for applicants conducting local trainings, this data may be collected through training surveys and evaluations;
- ii. policies and/or procedures that will change because of the training;
- iii. description of how the training(s) supported an increased access to justice for communities impacted by inequity.

- b. Grantees conducting Local Trainings will also report on:
 - i. date of training(s);
 - ii. number of people trained;
 - iii. discipline of people trained;
 - percentage of people that reported an increased knowledge as collected through training surveys or evaluations.

D. REPORTING SCHEDULE

The quarterly reports are due as follows:

Reporting Period	Due Date
July 1, 2025 – September 30, 2025	October 31, 2025
October 1, 2025 – December 31, 2025	January 31, 2026
January 1, 2026 – March 31, 2026	April 30, 2026
April 1, 2026 – June 30, 2026*	July 20, 2026*
*NOTE: ongoing quarterly financial reports will be required until all payments on funds expended by June 30, 2026, have been made.	

APPENDIX A: TRAINING SCHEDULE

ODOJ CVSSD, in partnership with Trauma Informed Oregon, will coordinate the Foundations of Trauma Informed Care and Training of Trainers trainings. The tentative schedules are below. **The training fees are paid directly by ODOJ CVSSD.**

One-Day Foundations of Trauma Informed Care

This **one-day** training provides foundational information and skill building necessary for implementing trauma informed practices. This training addresses what trauma is, what trauma informed care is, the beginning science of trauma, and applications of trauma informed care. This information will be provided through teaching out and applying content through case examples, videos and/or small group activities. Examples and content will be applied to those working in law enforcement and the criminal justice systems.

Date	Location
September 18, 2025	Bend
October 7, 2025	Pendleton
November 13, 2025	Hood River
February 3, 2026	Newport
March 3, 2026	Portland
April 2, 2026	Medford
May 7, 2026	Eugene

Four-Day Training of the Trainers

This **four-day training** is specifically designed for professionals working in the criminal and juvenile justice system and will build on local capacity to provide ongoing training and education about trauma informed approaches and practices. Participants will attend the four-day training where they will 1) see the training in practice, and then 2) practice presenting the content in a way that is relevant to professionals working in the criminal and juvenile legal system. The training allows for the continued and sustained trainings to be offered in local jurisdictions by the newly trained participants. Participants who complete the training will have access to the approved TIRT curriculum and facilitator’s guide, access to content updates, and monthly support sessions with other trainers. It is highly recommended that several people train together so there is continued support for ongoing needs.

Dates	Location
August 12-15, 2025	Salem
October 14-17, 2025	Salem
March 10-13, 2026	Salem

ODOJ CVSSD will apply for participants to receive law enforcement continuing education credits and Oregon State Bar continuing legal education credits, if applicable.