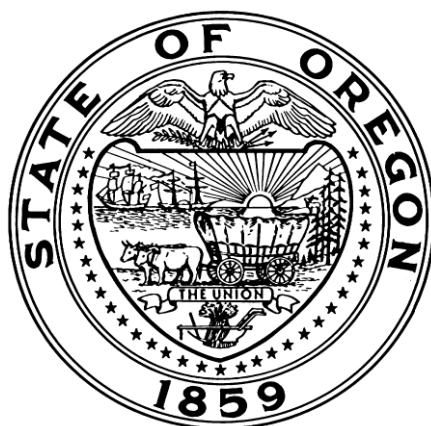


**OREGON DEPARTMENT OF JUSTICE
CRIME VICTIM AND SURVIVOR SERVICES DIVISION**



**Oregon Domestic and Sexual Violence
Services Fund (ODSVS)
Guidance for 2019-2021**

**Attorney General Ellen F. Rosenblum
Oregon Department of Justice
Crime Victim and Survivor Services Division
1162 Court Street NE
Salem, OR 97301- 4096
(503) 378-5348**

The Oregon Domestic and Sexual Violence Services Fund (ODSVS) Guidance for 2019-2021 is a supplement and serves as a reference to the 2019-2021 Joint Non-Competitive Grant Request for Applications (RFA) and Grant Agreement. This guidance presents information about the use and administration of all ODSVS grant awards by the Oregon Department of Justice, Crime Victim and Survivor Services Division (DOJ CVSSD).

A. AUTHORIZED PURPOSE AREAS AND PRIORITIES

The Attorney General is authorized to distribute ODSVS funding as grants for the 2019-2021 biennium contingent upon funds being appropriated by the legislature and available for distribution.

1. ODSVS FUNDING PURPOSE

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

- a. Provides safety for and assists victims of domestic violence and sexual assault, promotes effective intervention and reduces the incidence of domestic violence and sexual assault;
- b. Advocates for victims and for domestic violence and sexual assault services;
- c. Promotes and facilitates interagency and interdepartmental cooperation among state agencies, including the Department of Human Services, and among different levels of government in this state in the delivery and funding of services; and
- d. Encourages and supports services, programs, and curricula to educate and inform students in grades 7 through 12 about teen dating violence and domestic violence, to provide assistance to victims of teen dating violence and domestic violence, and to prevent and reduce the incidence of teen dating violence and domestic violence.

2. ODSVS FUNDING OBJECTIVES and PRIORITIES

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

- a. Balance funding for intervention, infrastructure, and prevention services;
- b. Prioritize services;
- c. Utilize local community plans reflecting local program service needs;
- d. Establish programs and services for victims of both domestic violence and sexual assault;
- e. Establish programs that are culturally specific; and
- f. Ensure that there is a coordinated community response to domestic violence and sexual assault and, to the extent practicable, ensure that domestic violence and sexual assault services are coordinated with other community services.

B. ALLOCATION AND AWARDS

All ODSVS funds are allocated through a joint formula for the purpose of equitably distributing non-competitive federal and state grant funds to non-profit organizations that provide advocacy services to victims and survivors of domestic violence, sexual assault, stalking and

dating violence. The joint formula was established in 2006 after completion of an ‘Equity Allocation Study’. The formula is designed to cover personnel costs only for a critical response to survivors. It is not intended to meet the full funding needs of organizations and Tribal Nations identified as recipients within the joint formula. The formula established a base amount for each service area regardless of population, with the remaining funds being distributed by population for each service area. To learn more about the history and structure of the joint formula, read *Funding Towards Equity* located on DOJ CVSSD’s website: <https://www.doj.state.or.us/crime-victims/grant-funds-programs/oregon-domestic-and-sexual-violence-services-odsvs-fund/>.

All ODSVS funds are awarded non-competitively to organizations and Tribal Nations serving survivors of domestic violence, sexual assault, stalking and dating violence. Grant awards are based on the joint formula allocation of ODSVS funds to services areas¹ around the state. The major portion of ODSVS funds are allocated and awarded for the provision of domestic violence services, including prevention and legal services. ODSVS funds are also ‘set aside’ for the provision of sexual assault and culturally specific services.² Grant awards for the 2019-2021 biennium are scheduled for July 1, 2019 to June 30, 2021.

C. NO BUDGET VS. BUDGET FUNDS

In 2007, the ODSVS Advisory Council recommended a ‘no budget’ approach in order to make ODSVS funds more flexible. ‘No budget’ means that an applicant for ODSVS funds in the Joint Non-Competitive Grant RFA does not have to submit a grant budget during the application process. *The ‘no budget’ provision applies only to the primary services to be provided by the applicant. A budget is required for the portion of the application that does not represent the primary services to be provided.* For example, if the primary purpose of the applicant’s project is to serve survivors of domestic violence, then no budget is required for that portion of the project. If the secondary purpose of the applicant’s project is to provide sexual assault or culturally specific services, then a budget is required for that portion of the project. By submitting a budget for the sexual assault or culturally specific portion of the project, the applicant demonstrates its intention to safeguard and direct the funds for these services.

D. PAYMENT AND EXPENDITURES

ODSVS funds are paid prospectively and at the beginning of each year of the two year award period July 1, 2019 to June 30, 2021. All ODSVS funds must be used for allowable services and costs as described in this guidance.

ODSVS ‘no budget’ funds may be spent at any time during the award period. There is no limit on a grant recipient’s use of ODSVS ‘no budget’ funds to support operating expenses, including administrative costs. Grant amendments are not required with ODSVS ‘no budget’ funds.

¹ A service area is defined as a county or Tribal Nation.

² In the 2019-2021 Joint Non-Competitive Grant RFA, the ODSVS term “culturally specific” is used interchangeably with the term “population specific”.

ODSVS budget funds are intended to support direct services and related expenses. Thus ODSVS funds with a budget have a 10% administrative cost limit and require a grant amendment for any of the following circumstances:

- Redirection of funds in or out of the Personnel category;³
- Movement of funds that totals more than \$1,000 in the Services and Supplies or Other Services categories; or
- Movement of funds to any unbudgeted category.

Budgeting of federally negotiated indirect cost rates or the de minimis rate of the modified total direct costs is allowed with all ODSVS funds. Actual expenditures must be reported each quarter for all ODSVS funds by submitting a financial report to DOJ CVSSD E-Grants.

E. EXTENSIONS AND UNEXPENDED FUNDS

Extensions of the award period for use of unexpended ODSVS funds are allowed, but infrequently approved. Extensions are by request only and negotiated with the DOJ CVSSD fund coordinator. At the end of the award period, unexpended ODSVS funds are applied to the next award period as an offset to the first year payment. For example, if the unexpended amount from 2017-2019 is \$5000, then \$5000 is subtracted from the first year ODSVS payment of \$20,000, making the first year payment \$15,000. First year payments are not made until the previous award period is closed out.

F. ALLOWABLE AND UNALLOWABLE SERVICES AND COSTS

ODSVS funding cannot be used to support child abuse organizations or centers, provide services in response to child abuse or child sexual abuse, or for the exclusive purpose of serving child abuse victims. Services to children are allowed when linked to services provided to adult victims. ODSVS funding cannot be used to provide services to perpetrators of domestic violence or sexual assault. Sexual assault services must specifically serve adolescents and adults.

Allowed costs and services for all ODSVS funds include:

1. Staff salaries and benefits to persons who provide direct services to victims;
2. Telephones, printing, and postage;
3. Equipment as necessary for the provision of services to victims;
4. Training costs, other than those listed as un-allowable;
5. Costs associated with ensuring cultural competency;
6. Materials and costs associated with domestic and sexual violence prevention activities;
7. Materials and costs associated with the prevention and intervention of secondary trauma in staff and volunteers;
8. Costs necessary and essential to providing direct services to victims, including reasonable rent and utilities of organizations providing direct services to victims;

³ A budget category is defined as being either Personnel, Services and Supplies or Other Services and the individual budget line items contained therein.

9. Crisis intervention/emergency services for victims;
10. Transportation and/or mileage;
11. Assistance in participating in criminal justice proceedings;
12. Preparation, publication, and distribution of materials that inform victims that services are available;
13. Expenses specifically related to providing and managing grant activities outlined in the grant award;
14. Contractual costs;
15. Federally negotiated indirect cost rates;
16. For 'budget' funds, administrative costs no more than 10%, including audit costs and liability insurance; and
17. For 'no-budget' funds, indirect and administrative costs "in support of services provided" (no maximum limit) and not listed as un-allowable.

Un-allowed costs and services for all ODSVS funds include:

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

18. Interest, interest on non-bearing items, or the cost of money;
19. Expenses related to the maintenance or sale of forfeited or seized property;
20. Incentives;
21. Indirect costs of advisory committee expenses; and
22. For budget funds, administrative expenses in excess of ten percent (10%).

G. GUIDELINES FOR LEGAL SERVICES

A portion of ODSVS funds are set aside for organizations whose principal function is to provide legal services. Only organizations who received ODSVS funding during the 2017-2019 biennium to provide legal services are eligible to receive the funding again in the 2019-2021 biennium. ODSVS sets aside funds for legal service organizations to provide meaningful access to a full range of legal services to victims of domestic violence, sexual assault, dating violence, and stalking. Protections of a victim's rights, their safety, physical and psychological health are priorities of these funds.

Allowable services and activities include, *but are not limited to*, the following:

- Child support
- Custody
- Dependency
- Divorce
- Family law
- Financial fraud
- Housing
- Identity theft
- Immigration
- Language access
- Protection orders
- Restraining orders
- Visitation
- Intervention with creditors, law enforcement, agencies, schools, colleges, tribal entities
- Collaboration with local providers and the provision of training

Legal service organizations will provide services by paralegal and legal staff members that have received initial and on-going training in domestic and sexual violence, including the provision of culturally and racially informed services, and have expertise in providing legal assistance to domestic and sexual violence survivors.

For more information please refer to the ODSVS page of the DOJ CVSSD website:

<https://www.doj.state.or.us/crime-victims/grant-funds-programs/oregon-domestic-and-sexual-violence-services-odsvs-fund/>.