

# **OREGON DEPARTMENT OF JUSTICE**



## **2019 - 2022 VICTIMS OF CRIME ACT (VOCA) COMPETITIVE PROJECT GRANT**

### **REQUEST FOR APPLICATION (RFA)**

**APPLICATIONS DUE: TUESDAY, JULY 9, 2019**

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

## GRANT OPPORTUNITY SUMMARY

<b>Opportunity Type:</b>	Competitive
<b>RFA Release Date:</b>	This solicitation released on May 15, 2019
<b>RFA Deadline:</b>	All applications are due by 11:59 p.m. PDT on Tuesday, July 9, 2019 (See Submission Dates and Times)
<b>Award Period:</b>	October 1, 2019 – September 30, 2022
<b>Registration:</b>	<ul style="list-style-type: none"><li>• All applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM)</li><li>• All applicants must register in the CVSSD E-Grants System</li></ul>
<b>CFDA</b>	16.575
<b>Estimated Total Program Funding:</b>	\$10,000,000.00
<b>Expected Number of Awards:</b>	33
<b>Matching Requirement:</b>	25% of the grant funds (Tribal Nations do not have a match requirement)
<b>Application Teleconference Calls:</b>	May 23 <sup>rd</sup> & 29 <sup>th</sup> See page v for details.
<b>VOCA Purpose:</b>	The primary purpose of the VOCA victim assistance grant program is to extend and enhance direct services to victims of crime.
<b>Eligibility:</b>	VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, Native American tribal organization <sup>1</sup> , or a combination of such agencies or organizations. See Eligibility pages 3-6.

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<sup>1</sup> The definition of “tribal organization” is the recognized governing body of any Indian tribe, to include any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and that includes the maximum participation of Indians in all phases of its activities. Applications must be signed by the leader or chief executive of the tribe. In cases where the Tribal Council serves as the governing body, the application must be signed by the Chairperson or other recognized leader of the Council or designee by leadership.

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# READ ALL INSTRUCTIONS BEFORE COMPLETING THE GRANT APPLICATION

## SECTION I: APPLICATION INSTRUCTION RESOURCES

### A. RESOURCES FOR THIS REQUEST FOR APPLICATION

This Request for Applications (RFA) is being released by the Oregon Department of Justice (DOJ), Crime Victim and Survivor Services Division (CVSSD), hereafter referred to as CVSSD.

The RFA provides the guidelines to complete this application and is downloadable in PDF format from the CVSSD E-Grants system at: [www.CVSSDegrants.com](http://www.CVSSDegrants.com) and from the CVSSD website at: [VOCA webpage](#).

The CVSSD E-Grant Application Instructions provides guidance for each Form to be completed. The Instructions can be found in the top section of "View, Edit and Complete Forms" in the E-Grants VOCA Competitive Project Grant application.

The CVSSD E-Grant Applicant User Guide can answer many questions about navigating the system. The Guide can be found in CVSSD E-Grants at the welcome screen under "My Training Materials" and at: [https://www.doj.state.or.us/wp-content/uploads/2017/06/CVSSD\\_egrants\\_applicant\\_user\\_guide.pdf](https://www.doj.state.or.us/wp-content/uploads/2017/06/CVSSD_egrants_applicant_user_guide.pdf)

Sample Grant Agreements for VOCA awards are available at <https://www.doj.state.or.us/crime-victims/grant-funds-programs/victims-of-crime-act-voca-assistance-fund/>

The CVSSD VOCA Guidelines on allowable and unallowable costs cited as a reference, is available at: [VOCA Allowable and Unallowable Costs and Services \(PDF\) »](#)

### B. TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS

TARGET DATE	ACTIVITY
Wednesday, May 15, 2019	VOCA Competitive Project Grant RFA Released
Thursday, May 23 and Wednesday, May 29, 2019	RFA informational teleconferences. See page v for specific details.
Monday, June 3, 2019	Official requests for VOCA Application Amendments/Clarifications DUE
Friday June 7, 2019	Final Changes/Amendments to the Application POSTED
June 10, 2019	Application must be initiated no later than 11:59pm. Application will be locked and no further applications can be initiated.
<b>Tuesday, July 9, 2019</b>	<b>Application DUE through CVSSD E-Grants no later than 11:59 p.m.</b>
July 9- August 16, 2019	Application Review by CVSSD Fund Coordinators and External Reviewers
Thursday August 22, 2019	CVSSD Advisory Committee award recommendations to CVSSD Director
October 1, 2019	2019-2022 VOCA Competitive award period begins

**C. CONTACT INFORMATION**

For more information or to ask questions specific to the application or application process, please contact:

Coordinator	Phone	E-mail
Marjorie Doran	(503) 378-5059	<a href="mailto:marjorie.doran@doj.state.or.us">marjorie.doran@doj.state.or.us</a>
Grant Specialist	Phone	E-mail
Terri Johnson	(503) 378-4548	<a href="mailto:Terri.R.Johnson@doj.state.or.us">Terri.R.Johnson@doj.state.or.us</a>

**D. GRANT APPLICATION AMENDMENTS**

CVSSD may amend this 2019-2022 VOCA Competitive Project Grant RFA by posting Amendment(s) on the CVSSD E-Grants Forms Menu page, immediately below this Request for Applications. Amendments will also be posted on the CVSSD [VOCA webpage](#).

Applicants are responsible for all information in E-Grants; CVSSD accepts no responsibility for applicant missing information contained in the CVSSD E-Grants system.

Any Applicant requiring an official clarification of a provision of this application may make a request for clarification in writing via email to the CVSSD staff listed no later than **Monday, June 3, 2019**. CVSSD will respond to each properly submitted request for clarification. Official requests for clarifications received after the date may or may not be responded to at the sole discretion of CVSSD. CVSSD may also informally respond to applicants’ questions with responses that do not affect the provisions of the RFA.

**E. VOCA COMPETITIVE PROJECT GRANT RFA TELECONFERENCE SCHEDULE**

Anyone who is interested in submitting an application in response to this RFA is **strongly encouraged** to attend one of the informational teleconference sessions listed below. Each teleconference will review general application information but will also contain details for a specific category. No registration is necessary.

Date	Time	Link
Thursday May 23, 2019	1:00 PM – 3:00 PM	<p><b>VOCA Competitive Teleconference 1</b>  <a href="https://oregondoj.webex.com/oregondoj/j.php?MTID=m8954d7bfa3056f9f6e6d44af3eabe74e">https://oregondoj.webex.com/oregondoj/j.php?MTID=m8954d7bfa3056f9f6e6d44af3eabe74e</a>                      Meeting number (access code): 802 873 961                      Meeting password: VOCA</p> <p>Join from a video system of application                      Dial <a href="mailto:802873961@oregondoj.webex.com">802873961@oregondoj.webex.com</a>                      You can also dial 173.243.2.68 and enter your meeting number.</p> <p>Join by Phone +1-415-655-0002 US Toll</p>
Wednesday May 29, 2019	10:00 AM – 12:00 PM	<p><b>VOCA Competitive Teleconference 2</b>  <a href="https://oregondoj.webex.com/oregondoj/j.php?MTID=m4f137b9219954aed22065ddc24e4a86b">https://oregondoj.webex.com/oregondoj/j.php?MTID=m4f137b9219954aed22065ddc24e4a86b</a>                      Meeting number (access code): 806 440 213                      Meeting password: VOCA</p> <p>Join from a video system of application                      Dial <a href="mailto:6440213@oregondoj.webex.com">6440213@oregondoj.webex.com</a>                      You can also dial 173.243.2.68 and enter your meeting number.</p> <p>Join by Phone +1-415-655-0002 US Toll</p>

**New to E-Grants?** Watch a recorded training webinar about E-Grants. Contact a CVSSD Fund Coordinator to access this training webinar.

## **F. DEFINITIONS**

**ACCESS TO SERVICES:** Means the degree to which a service is available to as many people as possible and the ability of people to benefit from a system or entity. To ensure meaningful access to services for all victims of crime across the State, programs must be able to appropriately respond to requests for assistance (e.g. completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to directly link victims whose needs may be beyond their expertise to the appropriate community partner agency. Access to services is measured through the outcomes.

Access barriers for underserved, marginalized, oppressed communities and Tribal Nations may include: complexity of application process; administrative barriers; language, literacy and culture; transportation and logistical barriers (hours of operation, word of mouth communication can limit access for small and newer communities); climate of fear and mistrust.

Approaches to improving accessibility could include assistive technology, adaptive technology, mobility access, sight access, hearing access, language access, and transportation.

**COLLABORATION:** Means a mutually beneficial and well defined relationship entered into by two or more organizations to achieve common goals. This relationship includes a commitment to mutual relationships and goals, a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards.

**CRIME VICTIM OR VICTIM OF CRIME:** Means a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

**CULTURALLY SPECIFIC PROGRAM:** Means a program that is designed to meet the needs of victims from a specific, broadly defined, cultural community. The dominant organizational culture of a culturally specific program, including staff, programs, operations, activities and materials, reflect the culture and values of a specific community. The organization should have a board of directors or steering committee and staffing that is reflective of the culturally specific community it serves.

**CULTURAL PROFICIENCY:** Cultural proficiency is the ability to work with individuals or communities whose culture is different from one's own or the dominant culture of the agency. It is the knowledge that culture impacts an individual's perspective – how they view the world and others, how they relate to others, and how they perceive themselves. Cultural proficiency includes: respecting differences; relating to individuals as individuals (with an awareness of the influence of culture); genuine commitment to serve the individual's needs; and commitment to continuously learning about cultural differences, the cultures of others, and how culture influences each of us and our work together.

**DIRECT SERVICES OR SERVICES TO VICTIMS OF CRIME:** Means those services described in 42 U.S.C. 10603(d)(2), and efforts that— (1) Respond to the emotional, psychological, or physical needs of crime victims; (2) Assist victims to stabilize their lives after victimization; (3) Assist victims to understand and participate in the criminal justice system; or (4) Restore a measure of security and safety for the victim.

**FEDERAL VICTIM OF CRIME:** Means a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.

**GOVERNING BODY:** Means a group of people (community leaders, committee, department, etc.) who formulate the policy and direct the affairs of an organization/program in partnership with the managers, especially on a voluntary or part-time basis.

**INTIMATE PARTNER VIOLENCE:** The Centers for Disease Control and Prevention describes the term intimate partner violence (IPV) as physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner. An intimate partner is a person with whom one has a close personal relationship that can be characterized by the following: emotional connectedness; regular contact; ongoing physical contact and/or sexual behavior; identify as a couple; familiarity and knowledge about each other's lives. The relationship need not involve all of these dimensions. Examples of intimate partners include current and former spouses, boyfriends or girlfriends, dating partners or sexual partners. IPV can occur between heterosexual or same-sex couples and does not require sexual intimacy.

<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/definitions.html>

**POPULATION SPECIFIC ORGANIZATION:** Means a nonprofit, nongovernmental organization or Tribal program that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

**POPULATION SPECIFIC PROGRAM WITHIN A LARGER ORGANIZATION:** Means a program within a nonprofit, nongovernmental organization or Tribal governmental entity that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

**POPULATION SPECIFIC SERVICES<sup>2</sup> :** Means victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of crime that are designed primarily for and are targeted to a specific underserved population.

**POPULATION SPECIFIC SERVICES** can be the sole focus of an organization, or can be a program within a larger organization. Some services may identify one population specific community; others may serve multiple population specific communities simultaneously. Service delivery models will differ based on needs and experiences of the community.

**RECIPIENT:** a non-Federal entity, CVSSD, that receives a Federal award directly from a Federal awarding agency, Office for Victims of Crime, to carry out an activity under a Federal program, VOCA.

**RELEASES OF INFORMATION** must be **written, informed, and reasonably time-limited:**

**WRITTEN:** A release must be in writing. If a release is given orally in the rare emergency situation, the victim's identity must be verified and the victim must sign the written release as soon as possible. A separate form should be used for each agency or individual to whom a victim is authorizing a release of

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<sup>2</sup> "Population specific" is used broadly and is intended to encompass "culturally specific" by the inclusion of targeted identities of race, ethnicity, immigration or refugee status, and Tribal sovereignty and the expectation of delivering culturally proficient services to these targeted communities.



information. In other words, a “blanket” release that authorizes the release of information to several different agencies or individuals at once is inappropriate. Release forms should contain:

- Description of the information to be released (a victim may choose to allow some, but not all, of her or his information to be released);
- The name of the agency designated to receive the information;
- The purpose of the release;
- The duration of the release;
- The date the release is signed;
- An explanation that the release of information can be revoked by the victim.

**INFORMED CONSENT:** Informed consent refers to a victim’s carefully considered and informed decision to permit the disclosure of confidential information. Victims must understand that the decision to disclose confidential information is theirs alone. Victims must understand the alternatives to disclosure (i.e., is it possible to get the benefits or assistance sought without signing a release?) and the risks and benefits of disclosure. Before signing a release of information the victim should have a clear understanding of exactly what information will be released, for what purpose, and how, when and with whom it will be shared. The victim should also know how to revoke the release.

**REASONABLY TIME-LIMITED:** Whether a release is “reasonably time-limited” is determined in relation to the victim’s individual circumstances and needs. The length of time that a release is effective should be the minimum length necessary under the circumstances and should be tied to the service the victim is requesting. Fifteen to thirty days is the recommended best practice. A balance should be reached between the inconvenience of signing a new release and the benefits of protecting victim confidentiality. It is recommended to err on the side of getting new releases that are up-to-date in terms of what information can be released and to whom. Only the specific information authorized in the release form may be shared. Information revealed by a victim after a release was signed or that was not authorized in the original release may not be disclosed without completion of a new release.

**SUBRECIPIENT:** Applicant programs that receive subawards from the federal grant recipient, CVSSD, become subrecipients of the federal award upon signing the subaward agreement.

**TRIBAL ORGANIZATION:** A recognized governing body of any Indian tribe, to include any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and that includes the maximum participation of Indians in all phases of its activities.

**UNDERSERVED POPULATIONS:** Means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population that can be demonstrated to be underserved.

## SECTION II: APPLICATION OVERVIEW

### A. INTRODUCTION

The Oregon Department of Justice Crime Victim and Survivor Services Division (CVSSD) is the State Administrative Agency (SAA) for the Victims of Crime Act (VOCA) grant programs as authorized by ORS 147.231. Created as part of VOCA, the Crime Victims Fund is made up entirely of fines and other monetary penalties paid by federal criminal offenders, not by taxpayers.

The Crime Victims Fund established by the VOCA is a major funding source for victim services throughout Oregon. VOCA was passed by Congress and signed into law by President Reagan on October 12, 1984. This Act serves as the central source of federal support providing direct services to victims of all types of crimes. VOCA funds are granted annually to each state by the U.S. Department of Justice, Office for Victims of Crime (OVC). As the SAA, CVSSD sub-grants to victim service organizations throughout the state.

Since 2015 when Congress first took an unprecedented step forward to meet the critical needs of our nation's crime victims by increasing the VOCA cap, Oregon began to address the gaps and needs of victims throughout the state. Traditionally funding has been sufficient to support FTE for core services, however, with the continued increase in VOCA funding the state has been able to: 1. Build the field's capacity to better serve victims; 2. Begin to address long standing issues in the field; and 3. Identify emerging issues. This 2019-2022 VOCA Competitive Project Grant opportunity is an open request for applications to address service delivery issues in our state and increase access to services for victims of crime.

### B. PURPOSE

The primary purpose of the VOCA victim assistance grant program is to extend and enhance services to victims of crime. The VOCA Federal Guidelines state that services are defined as those efforts that:

- 1) Respond to the emotional and physical needs of crime victims;
- 2) Assist primary and secondary victims of crime to stabilize their lives after victimization;
- 3) Assist victims to understand and participate in the criminal justice system; and
- 4) Provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

For the purposes of this program, a crime victim is "a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime." This includes victims of federal crime.

### C. ELIGIBLE APPLICANTS/AGENCIES

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, Native American Tribe/organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding.

VOCA established eligibility criteria that must be met by all organizations that receive VOCA funds for providing services to victims of crime. Subrecipients shall abide by any additional criteria or reporting requirements established by CVSSD.

In addition to victim service organizations, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds if the funds are used to expand or enhance the delivery of crime victims' services:

- Nonprofit organizations providing direct services to crime victims. A nonprofit organization must be duly incorporated and registered under Oregon statutes, unless it is a tribal governing body or a local chapter of national tax-exempt victim service organizations (i.e., Mothers Against Drunk Driving, Parents of Murdered Children);
- Public (government) agencies, such as criminal justice agencies, including law enforcement, prosecutor offices, courts, corrections departments, probation and paroling authorities for victim services that exceed the boundaries of their mandate. For example, a police department may use VOCA funds to provide crime victim services that exceed a law enforcement official's normal duties, such as a victim crisis response unit. Regular law enforcement duties, such as crime scene intervention, questioning of victims and witnesses, investigations of the crime, and follow-up activities **may not** be paid with VOCA funds;
- Native American tribes/organizations providing services to crime victims;
- Public and private nonprofit institutions of higher education;
- Religiously-affiliated organizations, provided that services are offered to all crime victims without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event; and
- Hospital and emergency medical facilities offering crisis counseling, support groups, and/or other types of victim services.

#### **D. REQUIREMENTS FOR AGENCIES NOT CURRENTLY RECEIVING VOCA FUNDING**

If you are a **new** applicant or **do not** currently receive CVSSD grant funds you must:

1. Register in the CVSSD E-Grant system at [www.CVSSDegrants.com](http://www.CVSSDegrants.com). Please see the CVSSD E-Grant Applicant User Guide on *Gaining Access to Oregon CVSSD E-Grants* to walk through the process. The User Guide can be found at <https://www.doj.state.or.us/crime-victims/for-grantees/CVSSD-e-grants-information/>
2. Please allow 24 hours to process your registration.
3. You will be asked to provide additional information as requested below. This information will be provided on Form H: Attachments to Upload.

##### **Non-Profit Organizations Only**

- Most recent Statement of Financial Position (Balance Sheet);
- Date of most recent submission of IRS Form 990;
- Articles of Incorporation
- IRS 501(c)(3) Determination letter.

##### **Government-based Organizations Only**

- Most recent Statement of Financial Position (Balance sheet).

#### **E. INELIGIBLE AGENCIES**

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

1. Federal Agencies: This includes U.S. Attorneys' Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private, nonprofit organizations that operate on federal land may be eligible recipients of VOCA victim assistance grant funds.

2. In-Patient Treatment Facilities: For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

## F. FEDERAL ELIGIBILITY REQUIREMENTS

Eligible applicants must submit a grant application demonstrating their compliance with the VOCA federal requirements. E-Grants Form B. VOCA Eligibility Requirements provides additional information for each requirement and asks that the authorized official certifies the applicant meets the VOCA eligibility requirements which include:

1. The applicant agency is operated by a public agency or a nonprofit organization;
2. The applicant demonstrates a documented history of providing effective services to victims of crime or can demonstrate the organizational capacity to provide the proposed services;
3. The applicant can show substantial financial support from sources other than the Crime Victims Fund or VOCA;
4. The applicant can demonstrate the agency's/programs use of volunteers;
5. The applicant must have the capacity to adhere to the confidentiality or private information requirements;
6. The applicant must provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law;
7. Subrecipients shall provide direct services regardless of a victim's participation in the criminal justice process. Victim eligibility under this program for direct services is not dependent on the victim's immigration status;
8. Subrecipients shall not charge victims for VOCA funded services;
9. Subrecipients shall meet the match requirement (federal regulations exclude Tribal Nations from this matching requirement);
10. Subrecipients shall promote coordinated public and private efforts to aid crime victims within the community; and
11. Subrecipients shall assist victims in applying for Crime Victims' Compensation.

**In addition to the requirements listed above, all VOCA subrecipients are expected to:**

1. **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
2. **Maintain Civil Rights Requirements.** The CVSSD webpage, <https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/>, provides information and links that will assist subrecipients in complying with three mandatory federal processes. These include:
  - Civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities;
  - Limited English Proficiency (LEP) guidelines; and,

- Equal Employment Opportunity Plans (EEO). Non-profit organizations and Tribal Nations are exempt from the EEO requirements, but must complete the EEO form included as a Grant Agreement Exhibit.

These processes include notification of nondiscrimination policy, responding to discrimination complaints, and civil rights training and are required of recipients of VOCA funding through CVSSD.

Civil Rights Training Certification is required to be updated every two years and uploaded in E-Grants before the grant agreement is signed.

3. **Comply with the Assurances and Certifications.** Subrecipients must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.
4. **Obtain a Data Universal Numbering System (DUNS).** All successful applicants will be required to obtain a federal DUNS number, if you do not already have one. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients.

The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 800 234-3867 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

5. **Comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.** As of January 1, 2009, all recipients of Federal VOCA funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. All successful applicants will be required to acquire or renew registration with the System for Award Management (SAM), if you have not already done so. SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at: [www.sam.gov](http://www.sam.gov). (Depending on the browser, an error message may come up, but this is the correct link)

## G. STATE FUNDING REQUIREMENTS

Applicants eligible for these funds must fulfill the following CVSSD requirements.

### 1. Access to Effective Services

Ensure meaningful access to services for all victims of crime across the State by responding appropriately to requests for assistance (e.g. completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.

### 2. Good Fiscal Management

Maintain adequate funding, keep financial records and comply with grant reporting requirements. Applicants with deficiencies in timely and accurate reporting in previous grants may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is awarded.

### 3. Financial, Data and Outcome Reporting

Submit quarterly financial, statistical and outcome measures reports and narrative reports on services provided specific to the staff positions supported by those funds. More detailed information can be found in Section X of this document.

**4. Confidentiality Policies and/or Procedures**

Maintain and enforce policies and procedures that protect the confidentiality and privacy of persons receiving services and that prohibit disclosure of personally identifying information or individual information collected in connection with services requested, used, or denied without the informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits or during application review.

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

By submitting an application, applicants will signify their intent to comply with relevant federal and state laws, as appropriate.

**6. Insurance Requirements.** Have and maintain Worker’s Compensation and General Liability insurance and other insurance as specified in the Grant Agreement. CVSSD does not collect Certificates of Insurance but may request verification during a site visit.

**7. Training Requirements**

Provide training to all grant-funded staff, volunteers/interns and board/governing body members, as appropriate. Staff and volunteers will be assessed for readiness to provide direct services. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff Roster and the Board/Governing Body Roster in the E-Grants system both require information on completion of training requirements for each staff person and board/governing body member. **See Section VII for Training Requirements.**

**H. FEDERAL MATCH REQUIREMENTS (NOT APPLICABLE FOR TRIBAL NATIONS)**

VOCA requires each project include a matching contribution of **20% of the total VOCA project or 25% (cash or in-kind) of the grant funds** awarded and must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Any deviation from this policy must be approved by OVC. Additional information regarding match including calculating match can be found in the *Application Instructions*.

**Requesting a Match Waiver**

VOCA regulations allow for match waiver requests to be submitted to the federal Office for Victims of Crime (OVC) by the state on behalf of the subrecipient. OVC reviews these requests from subrecipients and makes a decision as to match waivers for individual projects.

If your agency would like to request a match waiver, please see Form H: Attachments to Uploads for detailed information and a sample letter. The letter should outline the reasons why your agency will have difficulty meeting the full match requirement and should indicate the amount of match you are able to provide. Your CVSSD fund coordinator will review your waiver request to determine eligibility and if it should be forwarded to the federal OVC. CVSSD will compile all of the eligible match waiver requests from a grant-awarding process and send them to OVC at one time.

**NOTE:** OVC has indicated that a match waiver request for the full amount won’t likely be approved. It is very important that you consider the amount of match you shall contribute to the project.

## **I. AVAILABILITY AND DURATION OF FUNDING**

The grant cycle for the 2019-2022 VOCA Competitive Project Grant RFA will be thirty (36) months. The grant period is October 1, 2019 through September 30, 2022.

Awards are contingent upon the availability of appropriated funds through the US Department of Justice, Office for Victims of Crime.

## **J. AWARD AMOUNTS AND NUMBER OF AWARDS**

Total Funding Available through this FRA: \$10,000,000.00

Through the Victims of Crime Act (VOCA) Formula Grant Program, the Oregon Department of Justice (DOJ), Crime Victims and Survivor Services Division (CVSSD) will award approximately \$10,000,000.00. Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Average three year awards will be \$300,000.00. CVSSD anticipates awarding approximately thirty-three (33) grants.

### **1. Timely Completion of Grant Award Documents**

All subawards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required subaward documents have been signed by an applicant and by the Department designee. If subaward documents are not completed by an applicant within three months of the notice to the applicant of the intended award, CVSSD may withdraw the award and has the authority to reallocate the funds that were conditionally awarded to the applicant.

- Before CVSSD will issue a subaward or release a payment, reports for all existing awards issued by that Department must be completed. The schedule for [Reporting Requirements across Funds](#) is on the CVSSD webpage.

### **2. Incomplete or Nonconforming Applications**

The State of Oregon reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal or all items proposed, if deemed in the best interest of the State of Oregon to do so. Failure of the applicant to provide information requested in the application shall be the responsibility of the applicant agency, and may result in disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding.

### **3. Conditional Awards**

- a. All subaward agreements issued by CVSSD include requirements that must be satisfied by both parties to the agreement. In addition, CVSSD may include additional conditions when circumstances exist that require a further showing of applicant's ability to successfully manage an award. Examples of such additional conditions include, but are not limited to a requirement of more frequent reporting to assure timeliness and accuracy, or additional reports to document that subrecipient is successfully addressing an area of concern. When additional conditions are included in a grant agreement, the subrecipient's failure to satisfy those conditions shall be governed by the default and termination provisions included in the agreement.



- b. The applicant will be notified that the applicant's award will be finalized and subaward document executed only if the conditions are satisfied in a timely manner. The notice shall specify the conditions to be satisfied by the applicant and the date by which each condition must be satisfied. If the conditions are satisfied within the prescribed time frame, the award will be finalized and award documents can be executed. Applicants who do not satisfy award conditions by the date specified shall be notified in writing that the conditions have not been satisfied and the conditional award has been withdrawn.

#### **4. Payment of Awards**

All payments are contingent upon funds being appropriated and available for distribution.

VOCA subaward payments are quarterly and made on a reimbursement basis, meaning that grant funds are paid to subrecipients after expenditures have been made. Payments to subrecipients are made when CVSSD receives a Quarterly Financial Report accompanied by all required progress reports due for that period. Sample language as to the payment of VOCA awards and the conditions precedent to payment are included in the sample CVSSD VOCA Grant Agreement which can be viewed on the CVSSD website.



## SECTION III: PROJECT CRITERIA

The primary purpose of the VOCA funds is to support the provision of direct services victims of crime. Access to VOCA funding improves the response to crime and violence by enhancing the capacity of service providers and allied professionals to better meet the emerging needs of victims. The following outlines the requirements to apply for VOCA competitive funding.

### A. PROJECT CRITERIA

1. Through this request for application, CVSSD seeks projects and initiatives from eligible organizations to:
  - Create, improve, or enhance victim services; and/or
  - Develop, maintain, or expand innovative services to assist victims of crime.
2. For the purpose of this RFA, a practice is considered innovative if it includes one or more of the following: (Office for Victims of Crime, *Innovative Practices for Victim Services*)
  - Is based on research.
  - Incorporates technology to improve access or efficiency.
  - Uses new resources or techniques.
  - Increases efficiency, productivity, or quality.
  - Enhances services.
  - Reduces costs.
  - Improves consumer satisfaction.
  - Is borrowed from another field and adapted to meet the needs of victims.
  - Reaches a new population.
3. Organizations/Agencies may submit one individual agency application. Such applicant-agencies may participate in a separate collaborative project application in addition to their individual agency application. Applications should create, build or strengthen collaborative partnerships between and among non-profit, non-governmental, tribal, and governmental victim service providers. The collaboration should focus on: increasing capacity, communication and efficiency while improving outcomes, with a commitment to mutual goals; shared responsibilities in developing and implementing the project; mutual accountability for success; and sharing of resources and rewards. Examples of collaborative projects may include, but are not limited to:
  - A District Attorney Victim Assistance Program may collaborate with another agency/department serving Juveniles to support a juvenile advocate;
  - A Child Abuse Intervention Center in one county may apply in collaboration with a community assessment center in another county; and
  - A Domestic Violence or Sexual Assault organization may collaborate with law enforcement for an out-stationed advocate.
4. All services and activities proposed by the applicant and all costs incurred by VOCA-funded projects must be allowable under VOCA's Federal Program Guidelines. See Section I in the VOCA Subaward Handbook for a list of allowable and unallowable services and activities.

5. Applications may be submitted that enhance and strengthen meaningful access to culturally proficient services for victims who are members of specific underserved, marginalized, and/or oppressed communities and/or Tribal Nations. Proposed projects should develop and strengthen community capacity to provide services and responses targeting underserved, marginalized, and/or oppressed communities and/or Tribal Nations victims whose ability to access traditional services and responses is affected by:
- their geographic location,
  - religion, sexual orientation,
  - gender identity,
  - underserved racial and ethnic identity or
  - due to special needs (such as language barriers, physical and/or cognitive disability, alienage status, or age), or
  - any other locally documented access barrier.
6. Applications may be submitted that enhance and strengthen the victim’s ability to prevail over the trauma of their victimization, regain their security and safety, and assist in a victim’s recovery emotionally, physically, spiritually and financially.

## **B. VOCA CATEGORIES**

Applications must address the provision of direct services under one of the **VOCA Categories** (This should match the category selected on the Cover Page of the application.):

1. Domestic violence;
2. Sexual Assault;
3. Child Abuse;
4. Underserved; or
5. General Victim Assistance

### **1. Domestic Violence**

- a. Applications will be accepted from eligible organizations providing services to domestic violence survivors when applying in this category.
- b. Applicants from a dual DV/SA or a multi-service provider must only address domestic violence in this category.
- c. Applicants operating a domestic violence shelter must apply in this category.

### **2. Sexual Assault**

- a. Applications will be accepted from eligible organizations providing services to victims of sexual assault.
- b. Applicants from a dual DV/SA or a multi-service provider must only address sexual assault when applying in this category.
- c. Applications submitted under the sexual assault VOCA Category must complete questions on Form K: Sexual Assault Category regarding how the agency meets the ten components identified as indicators of high quality sexual assault services. An agency submitting an application in this category should fully or partially meet most of the ten indicators.

### **3. Child Abuse**

- a. Applications will be accepted from eligible organizations providing services to child victims of abuse including CAICs, CACs, and CASA Programs.

- b. Stand-alone non-profit Child Abuse Intervention Centers (CAIC) are eligible. A CAIC may apply for funds to expand their services, including expanding their service area to new counties in collaboration with the MDTs of the counties involved.
- c. Organizations supporting community assessment centers are encouraged to apply for the purposes of developing, expanding and enhancing center assessment services.
  - ORS 418.782(3) defines “Community assessment center” as a neutral, child-sensitive community-based facility or service provider to which a child from the community may be referred to receive a thorough child abuse medical assessment for the purpose of determining whether the child has been abused or neglected. According to ORS 418.782(2) a “Child abuse medical assessment” includes the taking of a thorough medical history, a complete physical examination and an interview for the purpose of making a medical diagnosis, determining whether or not the child has been abused and identifying the appropriate treatment or referral for follow-up for the child.

#### 4. Underserved

Applications will be accepted from eligible organizations providing services to underserved populations. Applicants applying in this category are expected to fully or substantially meet population specific services as defined by the following **Criteria for Population Specific Services:**

- Population-specific interventions are founded and designed from the ground up, by and for members of the underserved community and with ongoing guidance from individuals and survivors in the community.
- The underserved community’s lived experiences, core constructs, and particular needs (as defined by people from that community) inform the design and implementation of services and decision-making.
- Services are population specific focused; values, behaviors, expectations and norms of the underserved community are present at every level of service delivery.
- Services and materials are provided in an accessible format in the primary language or mode of communication of the underserved group and/or individual survivor.

Proposed projects must **exclusively** serve one or more of the underserved population(s) listed on Form J.A.1 in the CVSSD E-grant system. If an applicant is proposing to serve victims beyond the listed underserved populations they must apply in the domestic violence, sexual assault, child abuse or general victim’s category.

Applicants applying in this category are expected to fully meet or are enhancing the development of a population specific program as defined by the following **Criteria for a Population Specific Program or Population Specific Programs within a Larger Organization:**

- Decision makers, board members, leadership, and management and/or advisory boards include representatives of the specific population(s).
- Program advisory boards, if they exist, are mostly of the underserved community. Program advisory boards are strongly encouraged, but not required.
- Decision makers, board members, management, leadership and/or advisory boards consistently and actively engage in ongoing learning about the specific population(s).
- Decision makers, board members, management, leadership and/or advisory boards are actively engaged in process and practice to support alignment of services with needs and values of the specific population(s).

- The community being served (including individuals, groups, other providers) recognizes the program as delivering underserved/culturally specific services.
- Program staff is mostly people of the specific population(s).
- A majority of people the program serves are from the specific population(s).

#### **5. General Victim Services**

Applications will be accepted from eligible organizations providing services to victims of all crimes such as Government based Victim Assistance Programs.

## SECTION IV: APPLICATION GUIDELINES

The following instructions are intended to guide the applicant in completing the 2019-2022 VOCA Competitive Project Grant Application for all eligible programs for the period of October 1, 2019 through September 30, 2022.

### A. GENERAL APPLICATION INSTRUCTIONS

Applications will be completed and submitted entirely through the CVSSD E-Grants system.

1. **E-Grants Agency and User Registration.** All eligible agencies must first register in the CVSSD E-Grants system. Applicant Organizations are only required to register one time; there is no need for multiple Organization accounts within the Oregon CVSSD E-Grants system. Only the “Authorized Official” can create a user account and gain access to the CVSSD E-Grants system.
2. If you are a **new** eligible applicant and currently **do not** receive CVSSD grant funds you must:
  - a. Register in the CVSSD E-Grants system at [www.CVSSDegrants.com](http://www.CVSSDegrants.com). Please refer to the *CVSSD Grant Applicant User Guide*, Chapter 4: *Gaining Access to Oregon CVSSD E-Grants* to assist you through the registration process. Click here to access the [Grant Applicant User Guide](#).
  - b. Allow 24 hours to process your registration.
3. **CVSSD E-Grants Organization or Updated Organization and Member Information:** All applicants must complete registration in the CVSSD E-Grants system or update the Organization and Member Information in the CVSSD E-Grants system. An agency must, at a minimum, annually review the agency’s contact and member profile information including deactivating staff no longer associated with the agency. This process should be done prior to beginning the Application. Please see CVSSD E-Grants Applicant User Guide, Chapter 5: Keeping Contact Information Current.
4. Current CVSSD award recipients must be in compliance with all current grant requirements, including all reporting requirements, to be considered for this funding.
5. The Forms section is where the vast majority of the written work for an application is completed. Applicants will supplement content in the Forms by uploading specific documents.
6. Completing and saving individual forms is not the same as “submitting” the application. **Applicants must be sure to CHANGE THE STATUS of their application to “Application Submitted” when all forms have been completed and all errors are corrected.**
7. All required documents for this application are stated in CVSSD E-Grants. Please DO NOT attach or upload any documents that have not been requested unless directed by CVSSD.
8. A “Fiscal Officer” is the person in the organization who is legally responsible for reporting on the financial activities of the organization. This person also makes sure that the fiscal records comply with Generally Accepted Accounting Principles (GAAP), VOCA guidelines and all other requirements as stated by CVSSD.
9. CVSSD has the right to make or deny an award without talking to the applicant first.
10. By submitting an application, an agency agrees to comply with all CVSSD grant agreement requirements. Sample CVSSD VOCA Grant Agreements are available on the CVSSD website at: <https://www.doj.state.or.us/crime-victims/grant-funds-programs/victims-of-crime-act-voca-assistance-fund/> near the bottom of the page.

## **B. TECHNICAL ASSISTANCE REGARDING THE CVSSD E-GRANTS SYSTEM**

1. Technical assistance regarding CVSSD E-Grants can be obtained by:
  - a. Accessing **Form Instructions** in the Request for Application section of the Application menu;
  - b. Using the CVSSD E-Grant Applicant User Guide;
  - c. Contacting one of the CVSSD Fund Coordinators listed on page vi for assistance with the application contents;
  - d. Contacting the system Help Desk for system technical assistance, which is available: Monday – Friday 7am to 5pm, Pacific Standard Time, at 1-866-449-1425 or email [azhelpdesk@agatesoftware.com](mailto:azhelpdesk@agatesoftware.com);
2. Applications must be submitted electronically through the CVSSD E-Grants system. **The application is due on Tuesday, July 9, 2019, by 11:59 p.m.**, Pacific Standard Time. The application will not be accessible after the above mentioned time. **Once an application is submitted it will become a “read-only” document and cannot be changed.**  
CVSSD staff will not be available to assist an applicant after 5:00 pm on Tuesday, July 2, 2019.
3. Late applications will **NOT** be accepted. For information on Submitting your Application see the *CVSSD E-Grants Applicant User Guide*.
4. The CVSSD staff will respond to questions with respect to RFA clarifications and the VOCA competitive and non-competitive grant process. However, CVSSD staff cannot review and edit competitive grant applications before they are submitted.

## SECTION V: APPLICATION CONTENTS

### A. KEY THINGS TO REMEMBER WHEN COMPLETING THIS APPLICATION

1. After saving a form, if there are errors, the CVSSD E-Grants system will provide error messages at the top of a page directing the applicant to errors on a form.
2. The E-Grants system will not allow an application to be submitted with error messages on any form within the application.
3. Required fields have an asterisk (\*), however, depending on the application other fields may need to be completed as well.
4. For radial button selections, click once to mark or change your selection, double-click to remove the selection completely.
5. Remember to click **“Save”** frequently to save the information you have entered. The system will not save information if you go to the next page without saving. **Click on “Save” every time you think of it.** If you have required content not yet completed, you will receive error messages when you save. This is ok. Those messages will be resolved as you complete the required content.
6. If the system is left idle it will time out in one hour. One keystroke will re-start the one hour “idle” time clock. Should the system time out, any unsaved information will be lost.
7. An applicant may want to consider completing narrative sections in a word processing program and pasting it into the appropriate section. Because the text boxes have limited character counts, using the character counting tool in a word processing program when creating your response may be helpful. Please see the CVSSD E-Grants Applicant User Guide: *Application form completion: Copy and Paste* for additional information on this topic.
8. Consider having someone, other than the writer of the grant review the application before it is submitted.
9. **CVSSD recommends submitting the application at least one day prior to the closing date to avoid any unanticipated technical problems.**

**Instructions for completing all FORMS in this application can be found by reviewing the Application Instructions.**

### B. PROJECT INFORMATION: FORMS A-Q

The CVSSD E-Grants system allows the applicant to check the status of each form and see when the particular form was first created and last modified. When a form is complete, you may click on the button “mark as complete” and the icon next to the form name will show a check mark. This is an internal process only and helps the applicant know when a form is complete. As each form is saved, the system will inform the applicant if there are errors. An applicant will be unable to submit the application until the errors are corrected in the application.

**General Application Contents.** Each applicant is required to complete the General Application Contents Forms A-H. Form H (Attachments to Upload) is for use in attaching and uploading **required** documents.

### **C. PROJECT BUDGET: FORMS R-W**

Each applicant must submit a 3-year budget. When determining the amount of funding to request, each applicant should consider the estimated total program funding available, the estimated number of grants CVSSD expects to award, and the resources needed to successfully implement the proposed project. Applicants are encouraged to present a realistic budget that accurately reflects project costs. The required match will be 20% of the total project or 25% of the federal funds requested with no match requirement for Tribal Nations.

CVSSD has the discretion to award subawards for greater or lesser amounts than requested and to negotiate the project specific goals, objectives, activities, performance measures, and budget with applicants prior to awarding a subaward.

Applicants should consider personnel salary and benefit increases when preparing project budget requests for the three year project award period October 1, 2019 – September 30, 2022.

A list of VOCA allowable and unallowable costs and activities is provided on the Application Menu in E-Grants in the Request for Application section.

Form W is an auto-fill budget summary page. All budget amounts and match will be summarized from Forms R-V and shown on the Budget Summary page.

### **D. ATTACHMENTS**

An additional “Attachments” form is shown at the end of the Forms Menu. This page is to be used only if there are insufficient upload spaces in prior sections or with special permission from CVSSD to upload additional documents. This is a “multiple pages” form, so multiple copies of this form can be completed. Once the first attachment is uploaded and the page has been saved, click on the “Add” button at the top of the form to complete an additional copy of the attachments page.

Please see the “Application Form Completion” section of the CVSSD E-Grants *Applicant User Guide* for additional information.



## SECTION VI: SUBMISSION INFORMATION

**VOCA Competitive Project grant applications must be submitted electronically through the CVSSD E-Grants system.** For instructions on how to submit your application, please review the “Submitting your Application” section of the CVSSD E-Grant *Applicant User Guide*.

### **THE APPLICATION IS DUE ON:**

**Tuesday, July 9, 2019  
BY 11:59 P.M., PACIFIC STANDARD TIME**

**IT IS IMPORTANT TO NOTE THAT ONCE AN APPLICATION IS SUBMITTED IT WILL ENTER INTO A “READ-ONLY” STATUS AND CANNOT BE CHANGED.**

**NO LATE APPLICATIONS WILL BE CONSIDERED FOR FUNDING.**

*Failure to begin the registration or application process in sufficient time is not an acceptable reason for a late application submission. The applicant should begin the application submission process 48 hours, but not later than 24 hours, prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action should unforeseen technical issues arise.*

## SECTION VII: TRAINING REQUIREMENTS FOR STAFF, VOLUNTEERS, INTERNS, AND LEADERS

Non-profit Organizations: Leaders include the Board of Directors or designated subgroup or committee of the Board.

Tribal Nations: Leaders designated with the responsibility for the oversight of the grant funded activities may include the Tribal Council, designated Tribal Leaders, community members, the Program Coordinator, or a DV/SA Advisory Committee.

Non-profit organizations and Tribal Nations may provide this training internally; arrange to participate in training led by another provider, or both.

### A. STAFF

All recipients of VOCA funds must ensure that staff providing direct services in City and County Government-based agencies, Child Abuse Intervention Centers, and Special Population organizations will successfully complete the Oregon Basic State Victim Assistance Academy (SVAA) training during the first year of the VOCA Competitive Project grant cycle. Information for the SVAA training is available on the NCVLI website, [https://law.lclark.edu/centers/national\\_crime\\_victim\\_law\\_institute/projects/OR\\_SVAA/](https://law.lclark.edu/centers/national_crime_victim_law_institute/projects/OR_SVAA/) Proposed grant-funded staff that has already attended SVAA has met this requirement.

VOCA funded staff with direct responsibility for domestic violence and sexual assault programs must successfully complete training that meets the Joint Allocation advocacy training requirements which can be found [here](#) on CVSSD's website. The training requirement can be met by completing the online Core Advocate Training developed by the Oregon Coalition Against Domestic and Sexual Violence available at: <https://www.ocadsv.org/resources/online-core-advocacy-training>

VOCA funded campus-based staff providing direct services to survivors of gender based violence will successfully complete the 40-hour Campus Advocacy Training provided by the Oregon Attorney General's Sexual Assault Task Force. The Campus Advocate Training is also available online at: <http://oregonsatf.org/training/40-hour-campus-advocate-training-online/>.

VOCA funded staff from Child Abuse Intervention Centers, Special Population, and Tribal Nations programs/organizations may alternatively submit a 40-hour training plan for CVSSD approval that covers topics relevant to the funded staff position(s). The 40-hour training plan may include relevant topics from the:

1. Oregon Basic State Victim Assistance Academy described above;
2. DHS Advisory Committee adopted training requirements click [here](#) on the CVSSD webpage;
3. Core Advocate Training developed by the Oregon Coalition Against Domestic and Sexual Violence available at: <https://www.ocadsv.org/resources/online-core-advocacy-training>;
4. Office for Victims of Crime (OVC) Victims Assistance Training [VAT Online](#) can be found under the Course Descriptions tab; and
5. Additional population-specific topics.

At least one VOCA funded staff providing direct services is required to attend a Crime Victims'

Compensation Program (CVCP) and Address Confidentiality Program (ACP) training at least once every four years. CVCP and ACP training is held quarterly in Salem at the CVSSD office. The agenda and training schedules are available on the [CVSSD Training Calendar](#) . For additional information contact Christy Simon at 503-378-6272 or [Christy.A.Simon@doj.state.or.us](mailto:Christy.A.Simon@doj.state.or.us) .

All staff not providing direct service should minimally be informed on the basics of providing services to victims of crime.

Fund recipients are encouraged to include projected costs of sending staff to training in their budget. These costs can include applicable registration fees, lodging, meals and mileage. The current registration cost for the SVAA training is approximately \$350.00. See [www.gsa.gov](http://www.gsa.gov) for per diem rates.

## **B. VOLUNTEERS & INTERNS**

Volunteers and interns providing VOCA-funded direct services in domestic violence and sexual assault programs complete training that meets the state requirements which can be found [here](#) on CVSSD's website. The training requirement can be met by completing the online Core Advocate Training developed by the Oregon Coalition Against Domestic and Sexual Violence available at:

<https://www.ocadsv.org/resources/online-core-advocacy-training>

Volunteers and interns providing VOCA funded campus-based direct services to survivors of gender based violence will successfully complete the 40-hour Campus Advocacy Training provided by the Oregon Attorney General's Sexual Assault Task Force. The Campus Advocate Training is also available online at: <http://oregonsatf.org/training/40-hour-campus-advocate-training-online/>.

Volunteers and interns providing VOCA-funded direct services in City and County Government-based agencies, Child Abuse Intervention Centers, and Special Population organizations are required to successfully complete the OVC VAT *Online* training or a training program that minimally covers the topics included in VAT *Online* during the first year of the grant cycle. Registration information for the VAT *Online* training can be accessed at: <https://www.ovcttac.gov/vatonline>.

Alternatively, Child Abuse Intervention Centers and Special Population organizations may submit a training plan for CVSSD approval that covers topics relevant to volunteer position(s), which may be from VAT *Online*, DHS Advisory Committee adopted training requirements, SVAA, all described above, and additional population-specific topics.

The volunteer/intern supervisor will develop a training plan to consist of a minimum of 40-hours based upon the needs of the program and volunteers. It is the responsibility of the volunteer/intern supervisor to document the training completed. CVSSD Fund Coordinators will verify this information at the time of an in-person site visit. Volunteers and interns not providing direct service should minimally be informed on the basics of providing services to victims of crime.

## **C. BOARD OF DIRECTORS**

Each non-profit organization or Tribal Nation will identify the individual or group with direct responsibility for victim services programs.

The designated leader(s) *may* include members of the Board of Directors, Tribal leaders, the program supervisor, or a DV/SA Advisory Board/Committee and are expected to attend an orientation that

provides the information they need on their role in the organization. Minimally, this may include: organization overview, orientation of the Board manual, roles and responsibilities of the board, overview of Board structure, overview of board operations, review of strategic plan, and administrative activities.

The designated leader(s) shall also attend a minimum of 12 hours of training in at least one of the VOCA priority categories (domestic violence, sexual assault, underserved, child abuse, or general victim services) depending on the services provided by the agency. Leaders with expertise in a relevant VOCA priority category are not required to attend training. Ongoing training in the areas of service provided by your agency is strongly encouraged. Training can be presented over several months, through annual meetings, self-study with debriefing, etc. and must be documented. CVSSD Fund Coordinators will request to view the documentation of training at the time of their in-person visit to the program.

Members of Boards of Trustees and governing boards of Oregon's colleges and universities are not required to complete any specialized training under this RFA.

## SECTION VIII: APPLICATION REVIEW PROCESS, AWARD DECISIONS AND RESERVATION OF RIGHTS

### A. APPLICATION REVIEW PROCESS

This is a competitive application process. CVSSD will conduct an impartial review of the applications received in response to this RFA. The Review Teams consisting of CVSSD Advisory Board members, government and community partners and subject-matter experts will review, evaluate, and score and rank each application. The final Review Team ranking is presented to the CVSSD Advisory Committee. The Advisory Committee makes final recommendations to CVSSD for funding. CVSSD presents the Advisory Committee's final recommendations to the Oregon Attorney General for final approval.

The CVSSD Staff and Review Teams will review, evaluate and score applications on the completeness, quality, and applicability of their content in the following steps:

- Step 1: Evaluation of Minimum Qualifications (Pass/Fail)
- Step 2: Evaluation of Application by Fund Coordinators and Review Teams (Scored)
- Step 3: Ranking of Applications in each VOCA Category
- Step 4: Recommendations
- Step 5: Selection and Notification

#### **Step 1: Evaluation of Minimum Qualifications**

VOCA Competitive Project Grant Applications will be internally reviewed by CVSSD staff for Minimum Qualifications (MQ), on a pass/fail basis, to determine if each Application meets the Minimum Application Qualifications. All forms A-W are required to be completed (Exceptions are Forms J and K which will be completed as appropriate).

Applicant's failure to comply with the instructions or to submit a complete application may result in the application being deemed non-responsive. Only those applications determined to be responsive to the Minimum Qualifications shall be considered for further review and scored by the Review Teams as detailed in Step two.

#### **Step 2: Evaluation of Applications**

##### **a. Standard Points**

Up to one hundred (100) standard points will be awarded to each application based on the Scoring Table provided in Section IX.B.

The Review Teams will score all applications according to how the applicant provided a comprehensive response to each of the questions in Forms L, M and R-W. Reviewers will also evaluate if the applicant presents a realistic budget that accurately reflects project costs and if the budget credibly represents the resources needed to successfully implement the proposed project.

The Review Team members will first assign standard points. Standard points assigned by each reviewer shall be added together and divided by the total number of Review Team members to compute an average score for the application. ***The application must receive a minimum average score of 75 to be considered for funding.***

CVSSD Fund Coordinators will present their recommendations for funding to the CVSSD Advisory Committee. The Advisory Committee reviews the CVSSD Fund Coordinators' funding recommendations

before CVSSD makes a final presentation to the Oregon Attorney General or her designee. The Oregon Attorney General or her designee makes the final decision about which applications are funded. The Oregon Attorney General is not obligated to make any grant award as a result of this RFA. If awards are made, they are subject to modifications as instructed by a CVSSD Fund Coordinator.

**b. Bonus Points**

***Applicants qualifying for bonus points as a frontier county must receive a minimum of 70 standard points to receive bonus points.***

Up to five (5) bonus points may be awarded to applications submitted by applicant’s meeting the frontier definition and bonus point criteria described below.

Oregon is a state of great economic and geographic diversity. While that diversity brings us strength, it also challenges us to meet the needs of all communities, both urban and rural. As stated in Executive Order No. 07-02: “Rural Oregon communities are in need: unemployment in those communities is often many percentage points higher than the state average; Rural Oregon communities have significant threshold issues to overcome to compete with urban communities for economic and community development resources; the lack of an industrial base in most rural communities makes funding for education, health care, economic development and other social services more difficult to attain; and finally, Rural Oregon communities often lack administrative mechanisms and infrastructure to share information and to collectively construct solutions to its problems.” Executive Order No. 07-02 defines four rural geographic distinctions: frontier rural, isolated rural, rural, and urban rural.

The National Center for Frontier Communities, <http://frontierus.org/about-us/>, the only national organization dedicated to the smallest and most geographically isolated communities in the United States, espouses that “the unique characteristics of frontier communities require special consideration in both policy and market-driven investments to guarantee access to key services and a healthy future for the frontier.”

There is no single, universally preferred definition of rural, nor is there a single rural definition that can serve all purposes. Many definitions have been developed by different agencies, U.S. Census Bureau, U.S. Department of Agriculture, U.S. Office of Management and Budget, to name a few. All have strong and weak points and all are used interchangeably for various purposes by government agencies depending on which one best fits their programmatic goals.

CVSSD recognizes that the majority of counties in Oregon include rural areas; however, for the purpose of awarding VOCA funds, CVSSD has selected to use a narrow frontier county-based definition promulgated by the Nation Center for Frontier Communities. Counties are designated as frontier based on total population, total land and water area, and population density. In Oregon, there are ten (10) counties that meet this narrow definition:

- Baker
- Gilliam
- Grant
- Harney
- Lake
- Malheur
- Morrow
- Sherman
- Wallowa
- Wheeler

CVSSD believes that awarding bonus points to frontier counties is an effective method for addressing the threshold and funding issues cited in Executive Order No. 07-02, the special considerations espoused by National Center for Frontier Communities, as well as the OVW requirement to equitably distribute grants and grant funds within the state and between urban and rural area.

***Applicants qualifying for bonus points must pass the Minimum Qualifications as described in Section VIII.A. and receive a minimum of seventy (70) standard points as described in Section VIII.B. in order to qualify for bonus points.***

***Applicants proposing to deliver services in only one or more of the ten (10) counties meeting the frontier definition described above may be eligible for up to five (5) bonus points.***

***Applicants proposing to deliver services in one or more of the ten (10) counties meeting the frontier definition described above and in a geographical area outside of the defined frontier counties may be eligible for up to five (5) bonus points.***

**B. APPLICATION SCORING**

Standard Points	Point Basis – <i>Fund Coordinators</i>
General	<p><b><i>General Considerations</i></b></p> <ul style="list-style-type: none"> <li>Refer to Section VIII, B</li> </ul>
15 points	<p><b><i>Project Description- Purpose of the Application</i></b></p> <ul style="list-style-type: none"> <li>Provides a comprehensive description of why this project is needed and how it will address the service gap or community needs supported by local statistics/data;</li> <li>Provides a comprehensive description of the specific populations to be served;</li> <li>Provides a comprehensive description of the <b><i>current</i></b> level of services, service strategies, and collaborative partnerships; and</li> <li>Briefly states what staff and FTE levels are to be funded by the project.</li> </ul>
25 points	<p><b><i>Project Description – What Will Be Done</i></b></p> <ul style="list-style-type: none"> <li>Provides a comprehensive description of the services to be offered and how applicant will provide the services, including any start-up and implementation activities;</li> <li>Describes services that are clearly linked to the needs of the population;</li> <li>Demonstrates community partnerships or collaborations necessary to implement the proposed project;</li> <li>Demonstrates how the agency will provide meaningful access to services by underserved populations; and</li> <li>Provides a realistic sustainability plan.</li> </ul>

<b>Standard Points</b>	<b>Point Basis – Fund Coordinators</b>
15 points	<p><b><i>Project Description – Who Will Implement the Project</i></b></p> <ul style="list-style-type: none"> <li>• Demonstrates that key staff have the training and expertise to implement the proposed project;</li> <li>• Demonstrates the institution’s qualifications and previous accomplishments in providing similar services to the specific populations, including underserved populations;</li> <li>• Demonstrates the organization’s philosophy and understanding of the issues related to victim safety; and</li> <li>• Describes project start-up and implementation activities.</li> </ul>
15 points	<p><b><i>Project Specific Goals, Objectives, Activities and Performance Measures</i></b></p> <ul style="list-style-type: none"> <li>• Provides goal(s) and objectives consistent with the project description, need statement the applicant has selected;</li> <li>• The proposed activities address the problem or need and link to the objectives;</li> <li>• Outputs and outcomes measure the proposed project activities; and</li> <li>• Directly connects the outcome to the objectives.</li> </ul>
15 points	<p><b><i>Memorandum of Understanding, Contracts and Subawards</i></b></p> <ul style="list-style-type: none"> <li>• If applicable, MOU establishes partnership with one or more community partners and clearly outlines roles and responsibilities between the parties;</li> <li>• If applicable, properly establishes and executes contracts for ancillary goods or services; If applicable, properly establishes and executes subawards to carry out one or more services of the grant funded project.</li> </ul>
15 points	<p><b><i>Project Budget and Budget Summary</i></b></p> <ul style="list-style-type: none"> <li>• Budget and match contributions are directly related to the project.</li> <li>• Budget and match contributions reasonably support the project activities.</li> <li>• FTE of the staff position(s) corresponds with the project description and staff roster.</li> <li>• Budget expenses and match contributions are explained thoroughly and calculations are accurate.</li> <li>• Budget and match contributions are allowable according to VOCA guidelines.</li> </ul>



### **C. RESERVATION OF RIGHTS**

CVSSD reserves the right to:

1. Seek clarifications of each application, and/or to award a grant contract without further discussion of the proposals submitted;
2. Reject any and all applications received by reason of this request, or to negotiate separately in any manner necessary to serve the best interest of the public;
3. Determine, with sole discretion, whether a proposal does or does not substantially comply with the requirements of this RFA; and
4. Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this RFA.

## SECTION IX: REVIEW OF AWARD DECISIONS

### A. INFORMAL REVIEW

Applicants may request informal feedback and technical assistance regarding their grant application any time after receiving notification of the award decision. Contact the CVSSD Fund Coordinator assigned to you for additional information regarding this process.

### B. FORMAL REVIEW

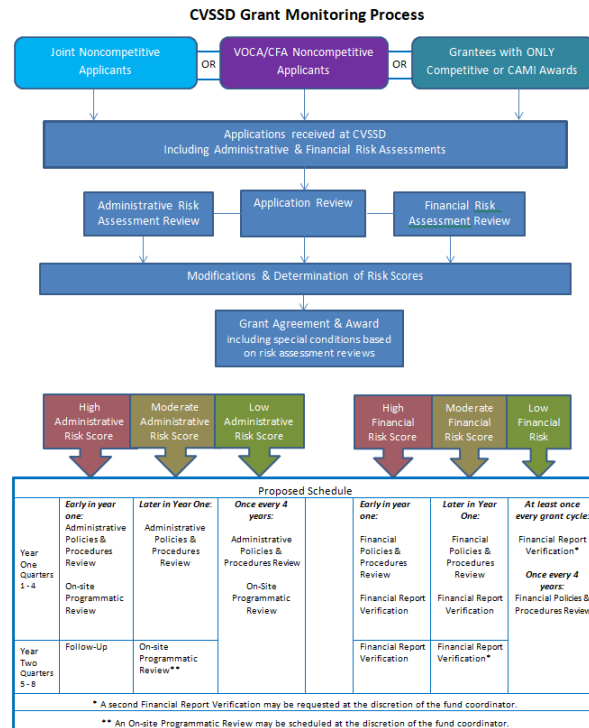
1. An applicant has a right to a review of the award decision with regard to its application.
2. Each applicant will be informed of this review procedure at the time a decision is made regarding its application.
3. No applicant will be subject to reprisal for seeking a review of an award decision.
4. An applicant may request a review by making a written request to a Fund Coordinator within seven calendar days after receiving notification of the award decision.
5. When CVSSD is notified that an applicant has requested a review, a meeting will be scheduled for the applicant to meet with a CVSSD Fund Coordinator and up to three members of the Advisory Committee. Every effort will be made to have this meeting occur within 14 calendar days of the receipt of the request. A CVSSD Fund Coordinator will notify applicant of the result of the meeting within five days after the meeting has been held.
6. If the matter is not resolved through the above-described procedure, the applicant can request a review of the issue by the Oregon Attorney General or her designee. The applicant should make a written request for such a review through the Director of the CVSSD within seven calendar days following notification of the results of the meeting described in the preceding paragraph.
7. Every effort will be made to have a final decision by the Oregon Attorney General or her designee within 14 days of receipt of the request.

## SECTION X: MONITORING, REPORTING & FINANCIAL REQUIREMENTS

### A. GRANT MONITORING

CVSSD will monitor each program receiving CVSSD awards. The objective of monitoring is to support program development, provide technical assistance, and assure that the subrecipient is: a) providing services 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.

CVSSD monitoring includes financial and administrative risk assessments, one or more financial report verifications, policy and procedure reviews, and on-site visits. The process flow chart is available [here](#).



### B. DEFAULT

All CVSSD grant agreements provide that subrecipients 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 CVSSD has the right to terminate the award. CVSSD may also reduce the award proportionately to the period for which reports were not submitted in a timely manner. Please see the “Termination and Default” section of the CVSSD Grant Agreement for additional information.

### C. REPORTING REQUIREMENTS

Reporting for this application will be done through the CVSSD E-Grants system, and as appropriate, in Office for Victims of Crime (OVC) Performance Measures Tool (PMT) online system. See the reporting schedule at the end of this section. Details on reporting in the OVC PMT online system will be provided when awards are final.

#### 1. Financial Reporting

- a. Subrecipients must submit a Quarterly Financial Report (QFR) form, as described in the sample VOCA Grant Agreement. All accompanying progress reports for the quarter must be submitted in order for payment to be made.
- b. In addition to any specified conditions, subrecipients must adhere to the financial guidelines set forth in the fund-specific CVSSD Grant Agreement.

#### 2. Narrative Reporting Requirements

Narrative reports will be submitted annually both in the OVC PMT online system and in a Progress Report through E-grants. See required reporting dates below.

##### a. Federal Report Outcome Questions in the OVC PMT

The following questions will appear in the OVC PMT due on October 31<sup>st</sup>.

1. Number of requests for services that were unmet because of organizational capacity issues. Please explain.
2. Does your organization formally survey clients for feedback on services received? All VOCA subrecipients must say “yes”.
3. Number of surveys distributed (*includes, but is not limited to, those distributed by hand, mail, or other methods*).
4. Number of surveys completed.
5. Please discuss some of the challenges your victim assistance program faced during the course of the Federal fiscal year.

**b. VOCA Annual Report Questions in CVSSD E-Grants**

Subrecipients must answer narrative questions in CVSSD E-grants progress reports forms. CVSSD collates subrecipient responses into the annual Performance Report which CVSSD submits to OVC. These questions will appear in your E-grants Progress Report due on October 31<sup>st</sup>.

1. Please discuss the major issues in your program/organization that either assist or prevent victims from receiving assistance during the reporting period.
2. Please describe ways that your agency promoted the coordination of public and private efforts within the community to help crime victims during the reporting period.
3. Please describe any notable activities during the reporting period that improved delivery of victim services.
4. Please discuss each priority (i.e., child abuse, domestic assault, sexual assault, and underserved) in which VOCA funds have been used to assist crime victims during the reporting period (e.g., using case histories or other descriptions).
5. Please briefly describe efforts taken to serve Victims of Federal crime during the reporting period.
6. Please identify any emerging issues or notable trends affecting crime victim services in your service area during the reporting period.
7. Please briefly outline any staffing retention issues that your program/organization has and why these issues have occurred during the reporting period (e.g., high turnover due to insufficient salary, insufficient benefits, and heavy workload).
8. Please explain the methods your program/organization utilizes to publicize its victim assistance funding for services to victims of crime during the reporting period.
9. Please explain how your program/organization was able to provide direct funding to new/underserved populations during the reporting period.
10. Please explain how your program was able to respond to gaps in services during the reporting period.

**c. Semi-Annual Report**

Subrecipients must submit a semi-annual progress report in the E-grant system on project goals, objectives, target output numbers and outcomes every six months. Semi-Annual reporting does not apply to Tribal Nations.

**3. Statistical Reporting Requirements**

CVSSD’s Grant Agreement requires that subrecipients report statistical data on a quarterly basis in the OVCPMT. Access the [OVCPMT Subrecipient Data Report](#) by clicking on the link. Additional information will be provided once there is an award.

All statistical data must be as accurate as possible. Therefore, subrecipients must be able to distinguish between new and ongoing clients, on at least a monthly basis, to make collection for the correct reporting period easier. It is essential that the proper data be collected and reported.

#### **4. Reporting on CVSSD Common Outcome Measures**

All VOCA subrecipients are required to collect feedback on services provided using prescribed common outcome measures listed below. The client feedback will not be tied to the specific, VOCA funded project, but rather to all victim services provided by the program. Programs are asked to collect client feedback from at least 10% of appropriate clients with the goal of a 90% positive response. Subrecipients are only obligated to survey appropriate clients, and should specify which clients will be surveyed via an internal, agency policy. For example, no clients in crisis would be appropriate, whereas clients receiving follow-up services may be more appropriate. Programs may use Client Feedback Forms already in use in their agency. However, all programs are required to include the following measure that will be common across all VOCA funded programs:

*“The program provided me with services that helped me make informed choices about my situation.”*

In addition, programs must ask the following appropriate two discipline specific measures:

For programs serving primarily **victims of domestic violence and sexual assault**:

1. After working with this agency, I have some new ideas about how to stay safe.
2. After working with this agency, I know more about resources that may be available, including how to access them.

Grant recipients are required to report client responses collected by one of three types of services provided: 1) clients receiving shelter services; 2) clients receiving support group services; and 3) clients receiving non-shelter based advocacy and other services. Agencies **do not** have to collect evaluations from all three groups.

For programs serving **all types of victims of crime** (including Prosecutor Based Victim Assistance Programs):

1. As a result of the information I received from the Victim Assistance Program, I better understand my rights as a victim of crime.
2. The information given to me by the Victim Assistance Program helped me better understand the criminal justice system process as it relates to my case.

For programs serving primarily **victims of child abuse**:

1. The program staff treated my family with sensitivity and respect.
2. The program staff was supportive in helping me to access recommended treatment services for my child and family.

**5. Report Dates**

All reports will be submitted electronically through the CVSSD E-Grants system according to the following schedule:

Reporting Period	Quarterly Reports		Semi-Annual Goals/Objectives E-Grants Progress Report Reports Due	Annual Narrative • E-Grants Progress Report • OVCPMT Reports Due
	E-Grants • Financial • Common Outcome Measures Reports Due	OVC PMT • Statistics Reports Due		
October 1 – December 31	January 31		NA	NA
January 1 – March 31	April 30		April 30	NA
April 1 – June 30	July 20		NA	NA
July 1 – September 30	October 31		October 31	October 31