

OREGON DEPARTMENT OF JUSTICE



2021 - 2023 VOCA CULTURALLY SPECIFIC & CULTURALLY RESPONSIVE PROGRAM GRANT

REQUEST FOR APPLICATION (RFA)

APPLICATIONS DUE: WEDNESDAY, AUGUST 26TH, 2020

**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

Opportunity Type:	Competitive
RFA Release Date:	This solicitation released on July 1, 2020
RFA Deadline:	All applications are due by 11:59 p.m. PDT on WEDNESDAY, August 26 th 2020 (See Submission Dates and Times)
Award Period:	January 1 st , 2021 – December 31 st , 2023
Registration:	<ul style="list-style-type: none">• All applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM)• All applicants must register in the CVSSD E-Grants System
CFDA	16.575
Estimated Total Program Funding:	\$9,000,000.00
Expected Number of Awards:	30 - 40
Matching Requirement:	25% of the grant funds (Tribal Nations do not have a match requirement)
Application Teleconference Calls:	July 9th & July 14th See page v for details.
Purpose:	The purpose of this funding is to open pathways to justice and support for underserved, marginalized and oppressed communities by increasing access to services through culturally specific and culturally responsive programs across Oregon.
Eligibility:	Within each region, priority will first be given to Culturally Specific Organizations applying to provide a Culturally Specific Program. After all qualifying Culturally Specific Programs are funded within a region, secondary consideration will be given to Non-Culturally Specific Organizations applying to provide a Culturally Responsive Program.

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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 and from the CVSSD website at: VOCAwebpage.

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 Culturally Specific & Culturally Responsive Program Grant Application Instructions.

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

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: https://www.doj.state.or.us/wp-content/uploads/2017/09/VOCA_Allowable_Unallowable_Costs_Services.pdf »

B. TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS

TARGET DATE	ACTIVITY
Wednesday, July 1, 2020	VOCA Competitive Project Grant RFA Released
Thursday, July 9, and Tuesday, July 14, 2020	RFA informational teleconferences. See page v for specific details.
Monday, August 3, 2020	Official requests for VOCA Application Amendments/Clarifications DUE
Friday August 7, 2020	Final Changes/Amendments to the Application POSTED
Wednesday, August 19, 2020	Application must be initiated no later than 11:59pm. Application will be locked, and no further applications can be initiated.
Wednesday, August 26, 2020	Application DUE through CVSSD E-Grants no later than 11:59 p.m.
August 27 – October 2, 2020	Application Review by CVSSD Fund Coordinators and External Reviewers
October 15, 2020	CVSSD Advisory Committee award recommendations to CVSSD Director

January 1, 2021	2020-2023 VOCA Competitive award period begins
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C. CONTACT INFORMATION

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

Coordinator	Phone	E-mail
Benjamin Bradshaw	(503) 378-4476	Benjamin.Bradshaw@doj.state.or.us
Grant Specialist	Phone	E-mail
Terri Johnson	(503) 378-4548	Terri.R.Johnson@doj.state.or.us

D. 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 and respond to applicants' questions following their initial review of the RFA. No registration is necessary.

Date	Time	Link
Thursday July 9th, 2020	1:00 PM – 3:00 PM	VOCA Competitive Teleconference 1 https://oregondoj.webex.com/oregondoj/k2/j.php?MTID=t8f52c0ea5c58843fe77954bf2c32350c Meeting number (access code): 133 258 0511 Meeting password: CVSSD Join by Phone +1-415-655-0002 US Toll
Tuesday July 14 th , 2020	10:00 AM – 12:00 PM	VOCA Competitive Teleconference 2 https://oregondoj.webex.com/oregondoj/k2/j.php?MTID=t29b3c9267a51ab5626a67fa09343253d Meeting number (access code): 133 698 8895 Meeting password: CVSSD Join by Phone +1-415-655-0002 US Toll

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

E. GRANT APPLICATION AMENDMENTS

CVSSD may amend this 2021-2023 VOCA Culturally Specific & Culturally Responsive Program 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](#).

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, August 3, 2020**. 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.

F. DEFINITIONS

ACCESS TO SERVICES: Means the degree to which a service is available.

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 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 culturally appropriate services to members of that specific underserved population. The dominant organizational culture of a culturally specific organization, including staff, programs, operations, activities and materials, reflect the culture and values of a specific community. The organization should have a board of directors and staffing that is reflective of the culturally specific community it serves.

CULTURALLY RESPONSIVE PROGRAM: Means a program that is designed to meet the needs of victims from a specific, broadly defined, cultural community. The dominant organizational culture may include staff, programs, operations, activities and materials that reflect the culture and values of a specific community and must have an advisory/steering committee and staffing that is reflective of the culturally specific community it serves. Non-Culturally Specific Organizations (existing community-based organizations and government-based agencies) may be eligible to apply to provide a Culturally Responsive Program if they meet the criteria for such program.

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. A culturally specific program is distinguished from a culturally responsive program because it has a board of directors 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, board of directors, 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.

INTERSECTIONALITY: The interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.

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>

NON-CULTURALLY SPECIFIC ORGANIZATION: Means a nonprofit, nongovernmental organization, or governmental organization that does not *primarily serve* members of a specific underserved, marginalized and oppressed population, and the organizations board, staff, programs and operation do not represent a specific cultural community.

RECIPIENT: a non-Federal entity 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. For purposes of this RFA, CVSSD is the recipient of the VOCA federal award.

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 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.

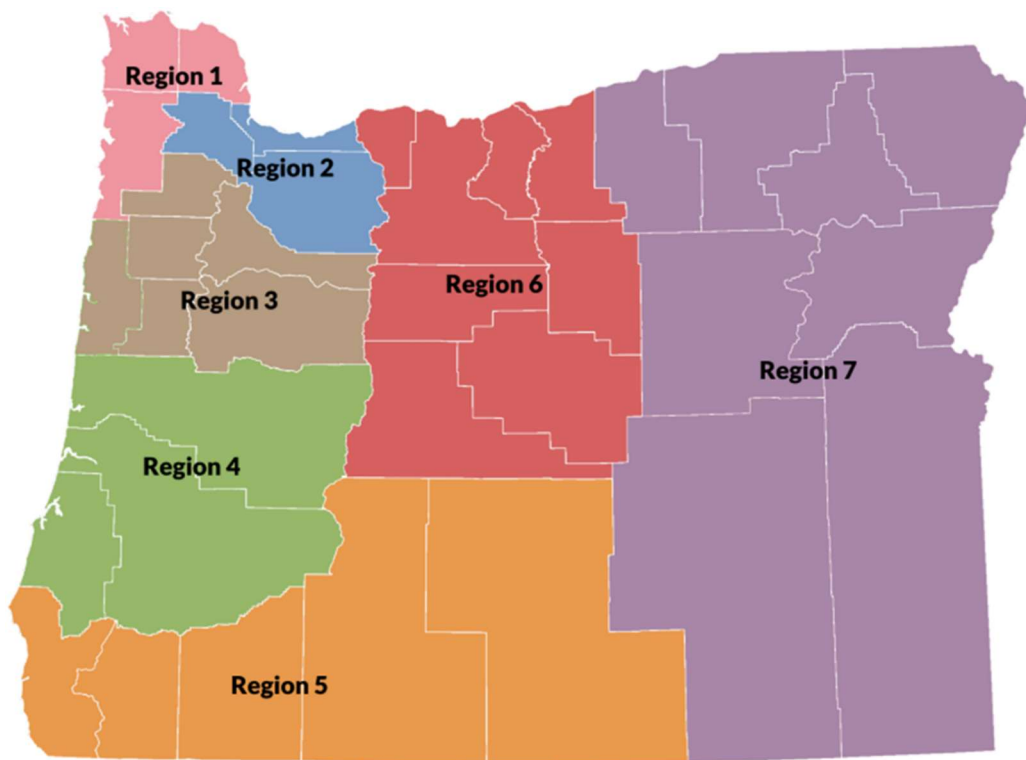
SECTION II: APPLICATION OVERVIEW

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 services organizations throughout the state.

CVSSD recognizes cultural competence and cultural proficiency as critical to delivering meaningful access to services for victims within marginalized & oppressed communities. The goal of this funding is to increase the number of culturally proficient services accessible to the broadest array of marginalized and oppressed communities across Oregon. This grant will regionally prioritize funding to Culturally Specific Programs and will give secondary consideration to applications for Culturally Responsive Programs once all qualified Culturally Specific Programs have been funded.



Culturally 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 culturally appropriate services to members of that specific underserved population. The dominant organizational culture of a culturally specific organization, including staff, programs, operations, activities and materials, reflect the culture and values of a specific community. The organization should have a board of directors and staffing that is reflective of the culturally specific community it serves. **Through this grant, only Culturally Specific Organizations are eligible to apply for funding to provide Culturally Specific Services to the population they primarily serve.**

Non-Culturally Specific Organizations

Non-Culturally Specific Organizations may have a program that is specifically focused on a providing culturally proficient services to a specific marginalized or oppressed community. Through this grant, Non-Culturally Specific Organizations are eligible to apply for funding to provide a **Culturally Responsive Program, however they will be considered secondarily to any other qualifying application from a Culturally Specific Organization providing a Culturally Specific Program.**

Non-Culturally Specific Organizations are eligible to apply for funding to provide a Culturally Responsive Program if they meet the criteria outlined on page 13-14.

Organizations applying to provide a Culturally Specific Program or Culturally Responsive Program for victims of crime may provide crisis intervention, safety planning, case management & emotional support. Within the application, organizations may include funding for staff salary & personnel costs, travel, training, office supplies, postal supplies, printing & copying, communication and equipment rental as it directly relates to the program. Funds may also be included for rent, capital outlay, indirect/de minimis costs or administrative costs.

Applications may also include funding for emergency services for crime victims to provide emergency assistance such as food, shelter, clothing, and transportation. This emergency assistance funding would be distributed by the culturally specific or culturally responsive program directly. Personal identifying information is never requested about the clients served for funds allocated from within the program.

Organizations applying to provide a culturally specific or culturally responsive program for victims of crime should review:

1. VOCA Allowable and Unallowable Costs: This document describes what these grant funds can and cannot be used for. <https://www.doj.state.or.us/wp-content/uploads/2017/09/VOCA-Allowable-Unallowable-Costs-Services.pdf>

2. VOCA Subaward Handbook: This Subaward Management Handbook discusses general program requirements and restrictions relating to the administration of all federal VOCA Assistance subawards funded through the Oregon Department of Justice (DOJ), Crime Victim and Survivor

Services Division (CVSSD). <https://www.doj.state.or.us/crime-victims/grant-funds-programs/victims-of-crime-act-voca-assistance-fund/#voca-federal-rules>

Organizations proposing projects to provide a culturally specific or culturally responsive program will identify the specific population(s) they propose to serve.

Ethnic, Racial & Religious Minorities

- | | |
|--|--|
| <ul style="list-style-type: none">○ Black○ African Immigrant/Refugee○ American Indian/Alaska Native○ Asian & Pacific Islander○ Eastern European○ Latinx○ Immigrant and Refugees General○ Undocumented Immigrant/Migrant Farm Worker | <ul style="list-style-type: none">○ Mail order Spouses○ Multiracial○ People of Color (general)○ Non-English Speakers○ Muslim○ Jewish○ Ethnic, Racial & Religious Minorities Other: _____ |
|--|--|

Gender Identity, Expression & Sexual Orientation

- | | |
|--|--|
| <ul style="list-style-type: none">○ Gender Identity and Expression: Transgender/Gender Nonconforming○ Sexual Orientation: Lesbian/Gay/Bisexual/Etc. | <ul style="list-style-type: none">○ Male Victims of DV/SA○ Gender Identity, Expression & Sexual Orientation Minority Other: _____ |
|--|--|

Abilities & Limitations

- | | |
|---|---|
| <ul style="list-style-type: none">○ Developmental Limitations○ Mental Health Limitations○ Additions Disorder○ Deaf or Hard of Hearing○ Blind or Low Sight | <ul style="list-style-type: none">○ Blind & Deaf (Hard of hearing & low sight)○ Physical Limitations○ Homelessness○ Abilities & Limitations Other: _____ |
|---|---|

One organization is limited to one individual application and one collaborative application.

- **Please Note:** Non-Culturally Specific Organizations submitting an *individual* application to provide a culturally responsive program are **required** to maintain an MOU with a Culturally Specific Organization that is representative of the population to be served by the project.

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 define services 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.

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 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. 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 G: 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, 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 (EEOP). Non-profit organizations and Tribal Nations are exempt from the EEOP requirements but must complete the EEOP 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. 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 . (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 CVSSD. 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. The federal Office for Victims of Crime (OVC) allows the state to review all waiver requests and make a decision whether to grant the request on a case by case basis. Match requests are made with regard to a specific subaward. Requesting and receiving approval for a match waiver for one subaward does not extend the match waiver to any other subaward. If your agency would like to request a match waiver, please see Form G: 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.

Keep in mind that CVSSD is not likely to approve a match waiver for the full amount. It is very important you consider the amount of match you are able to contribute to the project.

I. AVAILABILITY AND DURATION OF FUNDING

The grant cycle for the 2021-2023 VOCA CULTURALLY SPECIFIC & CULTURALLY RESPONSIVE PROGRAM GRANT RFA will be thirty-six (36) months. The grant period is January 1st, 2021 through December 31st, 2023.

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: \$9,000,000.00

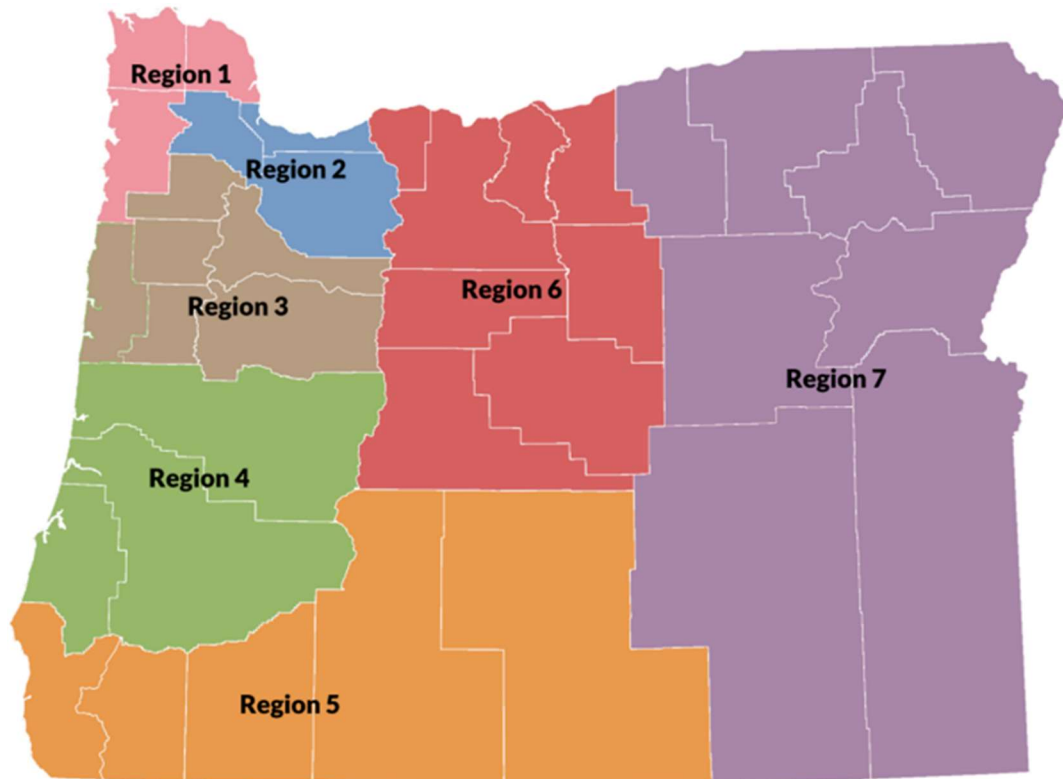
These funds will be equitably distributed to the seven regions based upon a formula starting with a \$300,000 regional base amount and factoring in marginalized and oppressed population statistics and square mileage of region. The regional allocations are listed below.

Any remaining unallocated funds available in any region may be used to fund program(s) who remain unfunded statewide.

Through the Victims of Crime Act (VOCA) Formula Grant Program, the Oregon Department of Justice (DOJ), Crime Victim and Survivor Services Division (CVSSD) will award up to \$9,000,000.00.

Culturally Specific Programs Allocation

\$9,000,000



North Coast (Clatsop, Columbia, Tillamook counties)

Region 1

\$440,206

Portland Metro (Clackamas, Multnomah, Washington counties)

Region 2

\$2,810,177

Mid-Willamette Valley (Benton, Linn, Marion, Polk, and Yamhill counties)

Region 3

\$1,451,075

Umpqua and South Willamette Valleys (Coos, Douglas, Lincoln, and Lane counties)

Region 4

\$1,224,236

Southern Oregon (Curry, Jackson, Josephine, Klamath, and Lake counties)
Region 5 \$983,715

Central Oregon (Crook, Deschutes, Gilliam, Grant, Hood River, Jefferson, Sherman, Wasco, and Wheeler counties)
Region 6 \$1,014,965

Southern Oregon (Baker, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa counties)
Region 7 \$1,075,626

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 between \$200,000 -\$300,000.00. CVSSD anticipates awarding approximately thirty to forty (30-40) 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 to 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 this Culturally Specific & Culturally Responsive Program VOCA competitive funding opportunity.

THIS GRANT WILL PRIORITIZE FUNDING TO CULTURALLY SPECIFIC PROGRAMS AND WILL GIVE SECONDARY CONSIDERATION TO APPLICATIONS FOR CULTURALLY RESPONSIVE PROGRAMS ONCE ALL QUALIFIED CULTURALLY SPECIFIC PROGRAMS HAVE BEEN FUNDED REGIONALLY.

A. PROJECT CRITERIA

Through this request for application, CVSSD seeks to increase access to culturally appropriate services for underserved, marginalized and oppressed communities by funding eligible culturally specific programs and culturally focused programs.

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 and staffing that is reflective of the culturally specific community it serves. **Only Culturally Specific Organizations are eligible to apply for funding to provide a Culturally Specific Program.**

CULTURALLY 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 culturally appropriate services to members of that specific underserved population. The dominant organizational culture of a culturally specific organization, including staff, programs, operations, activities and materials, reflect the culture and values of a specific community. The organization should have a board of directors and staffing that is reflective of the culturally specific community it serves.

CULTURALLY RESPONSIVE 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 responsive program, including staff, programs, operations, activities and materials, reflect the culture and values of a specific community. The organization should have an advisory steering committee and staffing that is reflective of the culturally specific community it serves. **Non-Culturally Specific Organizations, including existing community and government-based victim advocacy agencies, are eligible to apply for funding to provide a culturally responsive program ONLY if they are able to meet the criteria for a culturally responsive program.**

NON-CULTURALLY SPECIFIC ORGANIZATION: Means a nonprofit, nongovernmental organization, or governmental organization that does not *primarily serve* members of a specific underserved, marginalized and oppressed population, and the organization’s board, staff, programs and operation do not represent a specific cultural community.

CULTURALLY RESPONSIVE PROGRAM CRITERIA

Culturally Responsive Programs must:

- i. Demonstrate the organization’s capacity to provide culturally proficient services to the specific underserved, marginalized and oppressed community.
- ii. Provide an MOU outlining collaboration with a Culturally Specific Organization(s) serving the same population.
 1. **Template** Memorandum of Understanding found at the CVSSD website at <https://www.doj.state.or.us/crime-victims/for-grantees/grant-guidance-documents/>
 2. **Template Co-Advocacy Plan:** Co-Advocacy planning can aid in the process of clearly defining and understanding roles and responsibilities.
- iii. Provide a training plan to be implemented in support of the program staff and volunteer advocates specific to Culturally Specific Trainings and Cultural Competencies. These trainings may be provided by the partnering Culturally Specific Organization outlined in the MOU above or provided by other Culturally Specific Organizations.
- iv. Ensure program staff and volunteers have knowledge or experience relevant to the community served.
- v. Have or recruit a culturally specific advisory board, of 3 or more, that is representative of the population being served. This advisory board must act to inform the design of the program and help guide the program’s service implementation ensuring incorporation of the population’s values, behaviors, expectations and norms

Applicants currently receiving grant funding through CVSSD for a program focused on an underserved marginalized and oppressed population will need to provide a comprehensive description of how additional funding will reach additional populations not being reached through current funding.

Applicants applying for funding to provide a culturally specific or culturally responsive program will identify which population(s) they are proposing to serve.

Organizations may submit one individual agency application. Such applicant-agencies may participate in a separate collaborative project application in addition to their individual agency application. Examples of collaborative projects may include, but are not limited to:

- A non-culturally specific organization may collaborate with a culturally specific organization.
- A culturally specific organization may collaborate with another culturally specific organization in another community.

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.

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.

SECTION IV: APPLICATION GUIDELINES

The following instructions are intended to guide the applicant in completing the 2021-2023 VOCA Culturally Specific & Culturally Responsive Program Grant Application for all eligible programs for the period of January 1, 2021 through December 31, 2023.

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 register in the CVSSD E-Grants system.
 - a. To Register, go to CVSSD E-Grants: www.CVSSDegrants.com. On the main page, click on the New User tab to take you to the Registration page.
 - b. Complete the Registration page and check the My Organization Is Not Listed box. This will open the Organization Information section.
 - c. Complete the page in full and click the SAVE tab at the top to submit.
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;
2. Applications must be submitted electronically through the CVSSD E-Grants system. **The application is due on Wednesday, August 26, 2020 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.**
3. CVSSD staff will not be available to assist an applicant after 5:00 pm on Wednesday, August 26th, 2020.
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 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-N

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-G. Form G (Attachments to Upload) is for use in attaching and uploading **required** documents.

C. PROJECT BUDGET: FORMS O-T

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 January 1, 2021 – December 31, 2023.

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 T is an auto-fill budget summary page. All budget amounts and match will be summarized from Forms O-S 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 Culturally Specific & Culturally Responsive Program 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:

**Wednesday, August 26, 2020
BY 11:59 PM., 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

Subrecipients of funding from the Oregon Department of Justice, Crime Victim and Survivor Services Division (DOJ CVSSD) must comply with training requirements for the delivery of services to victims and survivors of domestic violence, sexual assault, dating violence and stalking.

A subrecipient is required to provide a minimum of 40 hours of training to its staff and volunteers. A subrecipient is also required to provide a minimum of 12 hours of training to its leadership.

Leadership for non-profit organizations is defined as the Board of Directors. For programs housed within a multi-service organization, leadership is defined as an advisory board made up of a subset of the Board and/or other individuals designated to provide oversight of the program.

Leadership for a Tribal Nation is defined as leaders designated with the responsibility for oversight of the grant funded activities. Leadership may include Tribal Council members, designated Tribal Leaders, the Program Coordinator, or other advisory body.

Additional Culturally Specific Trainings are required for non-culturally specific organizations applying for funding through this grant

A. STAFF

All subrecipients 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 funding cycle. Any staff who had previously attended SVAA has met the requirement. Information for the SVAA training is available at the NCVLI website at: https://law.lclark.edu/centers/national_crime_victim_law_institute/projects/OR_SVAA/.

VOCA funded staff with direct responsibility for domestic violence and sexual assault programs will successfully complete training that meets the requirements adopted by the Department of Human Services ("DHS) Advisory Committee 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 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 DV/SA training requirements. Click [here](#) to see the document 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 in an agency is required to attend Crime Victims' Compensation Program (CVCP) training at least once every four years. This trained staff person is responsible for ensuring all agency staff providing direct services understand the requirements and benefits of CVCP, as well as how to apply. All VOCA funded staff providing direct services are strongly encouraged to attend CVCP training. VOCA funded staff providing direct services are also encouraged to attend an Address Confidentiality Program (ACP) training. 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](#).

NOTE: For VOCA grants beginning on or after October 1, 2020, VOCA-funded staff are **required** to attend CVCP training at least once every four years, with new staff attending CVCP training within six months of hire.

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

B. VOLUNTEERS & INTERNS

Volunteers and interns providing VOCA-funded direct services in domestic violence and sexual assault programs must complete training that meets the requirements adopted by the Department of Human Services ("DHS) Advisory Committee 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, 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 must have a minimum of 12 hours of training during their first year in this role. The training must cover domestic violence, sexual assault, dating violence, stalking, anti-racism and anti-oppression training, confidentiality and privilege (two hours), State and federal program requirements including but not limited to civil rights, program philosophy, and oversight responsibilities. On-going training is strongly encouraged. Training can be presented over several months, through annual meetings, self-study with debriefing, etc. Training must be documented. The designated leader(s) are encouraged to receive the same 40 hours of initial training required of the staff and volunteers, in addition to training specifically dealing with governance of the organization.

CVSSD fund coordinators will request to view the documentation of training at the time of their in-person visit to the program.



Subrecipients are required to update the Civil Rights Training Certification every two years and upload it in E-Grants before the subaward agreement is signed.

For more information about civil rights training visit the CVSSD webpage:
<https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/>.

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, 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 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) and ranked regionally.

Step 3: Regional Recommendations are made to the CVSSD Advisory Committee.

Step 4: Selection and Notification

Funding Priorities

- a. Applicants will compete for funding allocated within their region, outlined on page 18-19
- b. The applications, who meet minimum qualifications, will be competitively ranked within their service region.
- c. Regionally, priority will first be given to **Culturally Specific Organizations** applying to provide a **Culturally Specific Program**. After qualifying Culturally Specific Programs are funded within a region, secondary consideration will be given to **Non-Culturally Specific Organizations** applying to provide a **Culturally Responsive Program**.
- d. For **Collaborative Project Applications** between **Culturally Specific Organizations & Non-Culturally Specific Organizations**, the organization that will be overseeing the staff and volunteers for the program will determine whether the program is Culturally Specific or Culturally Responsive.
 - i. A **Culturally Specific Organization** that maintains sole oversight over program staff and volunteers who are providing staff co-located within a non-culturally specific organization would be considered culturally specific and take priority over:
 - ii. A **Non-Culturally Specific Organization** that maintains sole oversight over program staff and volunteers who are providing collocated staff within a **Culturally Specific Organization**. This would be considered a Culturally Responsive Program.

- e. The single highest-ranking applications from each region will be funded based on their overall ranking, funding culturally specific programs before funding culturally responsive programs within the region.
- f. Unallocated funds remaining in any or all regions may be combined and used to fund one or more remaining unfunded programs across the state based on the overall ranking.

Step 1: Evaluation of Minimum Qualifications

VOCA Culturally Specific & Culturally Responsive Program Grant 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-T are required to be completed.

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 VIII.B.

The Review Teams will score all applications according to how the applicant provided a comprehensive response to each of the questions in Form I. 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. Components of Form J, Goals and Objectives and Form K, MOU, Contracts and Subawards will be evaluated to ensure alignment with the demonstrated project description and considered in the scoring of section I.

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 the Review Team's recommendations for funding to the CVSSD Advisory Committee. The Advisory Committee reviews the 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. APPLICATION SCORING

Standard Points	Point Basis – <i>Fund Coordinators</i>
30 points	<p><i>Project Description- Purpose of the Application</i></p> <ul style="list-style-type: none"> • Did the applicant choose the correct funding region? Correct program type based on organization type? • Provides a comprehensive description of why this project is needed and how it will address the service gaps and community needs for the population to be served; must be supported by local statistics/data; and • Addresses pertinent cultural barriers to accessing services for this population; and • Provides a comprehensive description of the current level of all culturally specific and responsive services provided by the applicant to the targeted population; must include service strategies, and collaborative partnerships; and • Provides a comprehensive description of current challenges this population experiences accessing services from dominant culture organizations; challenges may include prejudice, hate crimes, bias incidents and other pertinent challenges experienced by this population; and • Provides a comprehensive description of how the organization has historically provided services to clients who are identified as victims of crime; including: any referrals to other support services, explanation of current community need, barriers to the community for engaging with crime victim services within traditional settings, and description of the organization’s capacity for engaging with underserved populations that are victims of crime; and • Provides a comprehensive description of culturally specific support services that are available within the organization’s city, county and state. This may include other culturally specific non-profits also focusing on this specific population. If there are no culturally specific support services available within the organization’s city, county or state, please describes the challenges experienced by this population as it relates to lack of available culturally specific support services. • Components of Form J. will be reviewed and evaluated to ensure this section aligns with the demonstrated challenges to accessing services for this population. This evaluation will be incorporated into the scoring of this section.
30 points	<p><i>Project Description – What Will Be Done</i></p> <ul style="list-style-type: none"> • Comprehensively describes what steps their organization will take to start-up and implement the project, including, as appropriate, steps for hiring and/or training staff, developing/expanding relationships with key stakeholders, conducting outreach, etc. • Provides a comprehensive description of the VOCA allowable services that will be offered to address the culturally specific barriers to accessing services within mainstream organizations for the population their program will serve. • Provides a comprehensive description of the organization’s unique qualifications and previous accomplishments working with this specific population and in providing the specific, VOCA-allowable, direct service activities.

Standard Points	Point Basis – <i>Fund Coordinators</i>
	<ul style="list-style-type: none"> Provides a comprehensive description of how the project’s proposed services will address the intersectional needs of clients who identify in another underserved population categories as listed below: <ul style="list-style-type: none"> Racial, Ethnic or Religious Minorities LGBTIQA+ Abilities and Limitations Indicates all collaborations with, and referrals to, other culturally specific organizations, specifically addressing their organization’s capacity for providing culturally appropriate services to their clients who identify in the other population categories. Provides a comprehensive outline of their program’s plan for outreach to the population they propose are applying to serve. This should include efforts for outreach, community education, and engagement to members of this population not currently accessing your organization. These activities could include providing brochures, presentations on available resources to other organizations serving this population, providing information tables at public and cultural events, and participation in local domestic violence and sexual assault awareness events. Describes the geographical region this the outreach, education, and engagement will encompass, which may be across the county, across the region or across the state. Provides a comprehensive description of community partnerships or collaborations necessary to implement the project. Describes any MOU with other organizations if applicable <ul style="list-style-type: none"> Describes their organization’s strategy for sustaining the project services after grant funding ends.
30 points	<p><i>Project Description – Who Will Implement the Project</i></p> <ul style="list-style-type: none"> Provides a comprehensive description of what staff (FTE) will be involved in implementing the project activities. Describes the experience, training and expertise of existing staff and what skills and experience will be sought after for any staff to be hired. Describes the activities that will be assigned to each designated project staff. Briefly describes the culturally specific qualifications of project staff to provide responsive services to the population for which they are applying, fully describes community partnerships or collaborative working relationships that will be essential for enhancing their project services and meeting the needs of the specific population(s). Their response should include their organization’s level of collaboration with each community partner.

Standard Points	Point Basis – <i>Fund Coordinators</i>
	<ul style="list-style-type: none"> • If applicable, has included a Memorandum of Understanding, Contracts and Subawards that includes the following elements: <ul style="list-style-type: none"> ○ If applicable, MOU establishes partnership with one or more community partners and clearly outlines roles and responsibilities between the parties; ○ 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.
10 points	<p><i>Project Budget and Budget Summary</i></p> <ul style="list-style-type: none"> • Budget and match contributions are directly related to the project. • Budget and match contributions reasonably support the project activities. • FTE of the staff position(s) corresponds with the project description and staff roster. • Budget expenses and match contributions are explained thoroughly, and calculations are accurate. • Budget and match contributions are allowable according to VOCA guidelines.

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 communicated 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. Guidance is located on the CVSSD Grant Monitoring Process [flowchart](#).

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 OVCPMT

The following questions will appear in the OVCPMT due on October 31st.

- i. Number of requests for services that were unmet because of organizational capacity issues. Please explain.
- ii. Does your organization formally survey clients for feedback on services received? All VOCA subrecipients must say “yes”.
- iii. Number of surveys distributed (*includes, but is not limited to, those distributed by hand, mail, or other methods*).
- iv. Number of surveys completed.
- v. 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 31st.

- i. Please discuss the major issues in your program/organization that either assist or prevent victims from receiving assistance during the reporting period.
- ii. 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.
- iii. Please describe any notable activities during the reporting period that improved delivery of victim services.
- iv. 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).
- v. Please briefly describe efforts taken to serve Victims of Federal crime during the reporting period.
- vi. Please identify any emerging issues or notable trends affecting crime victim services in your service area during the reporting period.
- vii. 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).
- viii. Please explain the methods your program/organization utilizes to publicize its victim assistance funding for services to victims of crime during the reporting period.
- ix. Please explain how your program/organization was able to provide direct funding to new/underserved populations during the reporting period.
- x. 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.

D. REPORTING DATES

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

Reporting Period	Quarterly Reports		Semi-Annual	Annual Narrative
	E-Grants • Financial • Common Outcome Measures Reports Due	OVC PMT 2. Statistics Reports Due	Goals/Objectives E-Grants Progress Report Reports Due	5. E-Grants Progress Report 6. OVCPMT 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