OREGON DEPARTMENT OF JUSTICE CRIME VICTIM AND SURVIVOR SERVICES DIVISION

2021 - 2022 SEXUAL ASSAULT SERVICES FORMULA PROGRAM (SASP) COMPETITIVE REQUEST FOR APPLICATIONS (RFA)

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Oregon Department of Justice
1162 Court Street NE
Salem, OR 97301-4096

RFA RELEASE DATE: **AUGUST 11, 2020**
ONLINE APPLICATION DUE DATE: **SEPTEMBER 30, 2020 BY** 11:59 PM PST
AWARD PERIOD: JANUARY 1, 2021 – DECEMBER 31, 2022

GRANT OPPORTUNITY SUMMARY
2021-2022 SEXUAL ASSAULT SERVICES FORMULA PROGRAM (SASP)
OREGON DEPARTMENT OF JUSTICE, CRIME VICTIM AND SURVIVOR SERVICES DIVISION

GENERAL INFORMATION

Opportunity Type:	Competitive	CFDA Number:	16.017
Release Date:	August 11, 2020	Estimated Total Program Funding:	$957,970.61
Matching Requirement:	None	Expected Number of Awards:	5-6
E-Grants Submission Date:	September 30, 2020	Award Period: 1/1/2021 - 12/31/2022	

It is anticipated that all applicants will be notified of the outcome of their application by November 30, 2020.

ELIGIBILE APPLICANTS

Nonprofit, nongovernmental organizations.

Tribal organizations. and

Governmental entities (*cannot be part of the criminal justice system and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services*).

All applicants **must** provide services to individuals who have been victimized by sexual assault, *without regard to the age of the individual.*

All applicants must be able to demonstrate that they provide *population specific services*. and

All applicants must be able to demonstrate that they are, or are developing as, a *population specific organization or program.*

FUNDING PRIORITIES

- *Enhance and strengthen* meaningful access to population-specific and culturally-proficient services for adult, youth and child victims of sexual assault, including victims of sex trafficking, who are members of an *underserved population,* and services to family and household members of such victims and other non-offending individuals impacted by the victimization.
- Direct funding to address one or more of the gaps identified in the 2017 Sexual Assault Underserved Populations Survey:
  - ✓ Advocacy Services,
  - ✓ Counseling and Support Group Services,
  - ✓ Emergency Financial Support Services,
  - ✓ Medical and Legal Accompaniment,
  - ✓ System Collaboration and Outreach, and
  - ✓ other locally documented services gaps.
- Direct funding to organizations that can demonstrate a track record of providing *population specific services*.
- Enhance equitable distribution of grants and grant funds in rural areas.
- Prioritize distribution of grants and grant funds to organizations that fully meet the criteria for population specific organizations.

UNDERSERVED POPULATION PRIORITIES

- Office on Violence Against Women (OVW) priorities: *based on race, color, national origin (includes limited English proficient), sex, religion, disability, sexual orientation, and gender identity.*
- Additional CVSSD priorities: immigrants and refugees, elderly, and children/adolescents/teens.

OVW PRIORITY AREAS

- Improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault.
- Meaningfully increase access to OVW programming for specific marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.)

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SECTION I: GRANT APPLICATION BACKGROUND

Read ALL Instructions before completing the application.

A. Resources for Request for Applications (RFA)

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 CVSSD E-Grants at: www.cvssdegrants.com and from the CVSSD website on the SASP Webpage.

The SASP Application Instructions provides guidance for each Form to be completed. The Instructions can be found in the **Request for Applications** section on the **Application Menu** of the E-Grants SASP Competitive application.

The CVSSD *E-Grants Applicant User Guide* is a resource for navigating the E-Grants system and is available at:
1. CVSSD E-Grants at the welcome screen under "My Training Materials". and
2. E-Grants Applicant User Guide

The Sexual Assault Services (SASP) Program Guidance, cited throughout these instructions as a reference, is available:
- in the **Request for Applications** section on the **Application Menu** of the E-Grants SASP Competitive application. and
- Downloadable in PDF format on the CVSSD website on the SASP Webpage.

B. Contact Information for CVSSD DOJ Staff

For more information or to address questions specific to the application or application process:

FUND COORDINATORS		
Coordinator	Phone	E-mail
Alisha Goodwin	503-884-6799	Alisha.goodwin@doj.state.or.us

C. CVSSD SASP Subcommittee Members

SASP SUBCOMMITTEE

Michele Roland-Schwartz **Executive Director** Attorney General's Sexual Assault Task Force	**Kasia Mlynski** **Staff Attorney** University of Oregon, Domestic Violence Clinic
Carli Rohner **Campus Advocate Coordinator** Attorney General's Sexual Assault Task Force	**Jessica Mindlin** **National Director** Victim Rights Law Center
Meagan Schorr **Sexual and Domestic Violence Program Coordinator** Oregon Coalition Against Domestic & Sexual Violence	

D. Solicitation Schedule

TARGET DATES	ACTIVITY
Tuesday, August 11, 2020	SASP Competitive RFA released
Tuesday, September 1, 2020	SASP RFA Clarification Inquiries DUE no later than 11:59 p.m.
Friday, September 4, 2020	Application Clarifications/Amendments Provided
Wednesday, September 30, 2020	Application DUE through CVSSD E-Grants
October 1 – October 9, 2020	Application Review by CVSSD Fund Coordinators
October 12 – October 30, 2020	SASP External Review Period
Friday, November 9, 2020	SASP Subcommittee Award Recommendations
Thursday, November 12, 2020	CVSSD Advisory Committee Review
Friday, November 13, 2020	CVSSD Award Recommendation to Attorney General (or designee)
Friday, November 20, 2020	Attorney General (or designee) approval of final award recommendations
Monday, November 30, 2020	Award notification
Friday, December 28, 2020	All completed award documents due at CVSSD
Friday, January 1, 2021	2021-2022 SASP Competitive grant period begins

E. SASP Competitive RFA Teleconference Schedule

Applicants will have the opportunity to participate in two informational teleconferences. It is highly recommended that applicants attend at least one teleconference as this is the primary opportunity to ask clarifying questions. The teleconference will be recorded and will be available

in CVSSD E-Grants. Refer to the table below for the date and time for the teleconference. Registration is **not** required in order to attend a teleconference.

DATE	TIME	Go-To-Meeting
Tuesday August 18, 2020	10:00am – 11:30am	Based on technical difficulties changes have occurred, please reference Amendment/Clarification document for updated information. **Web Access (to view documents):** Meeting Link: https://oregondoj.webex.com/oregondoj/onstage/g.php?MTID=ec992741a8d70655c73fb0a8e29cf6ebf Meeting number (access Code): 133 098 4240 Password: CVSSD **Join by phone** Number: 1-415-655-0002 Access Code: 133 098 4240
Thursday August 20, 2020	2:30pm – 4:00pm	Based on technical difficulties changes have occurred, please reference Amendment/Clarification document for updated information. **Web Access (to view documents):** Meeting Link: https://oregondoj.webex.com/oregondoj/onstage/g.php?MTID=ef628918af3ff35f49616a13756212111 Meeting number: 133 505 0071 Password: CVSSD **Join by phone** Number: 1-415-655-0002 Access Code: 133 505 0071

F. Request for Application Amendments

Requests for clarification of a provision of this RFA may be submitted by e-mail or telephone to the Fund Coordinator listed above. To be considered, requests must be received by the Clarification Inquiries due date (**September 1, 2020)** listed in the Solicitation Schedule of this RFA. Requests for clarification received after the due date may or may not receive a response based on the sole discretion of CVSSD. The Single Point of Contact will respond to each properly submitted request for clarification. Where appropriate, revisions and clarifications of the RFA provisions will be posted via amendment(s) issued by CVSSD and posted on the CVSSD E-Grants System and on the CVSSD website on the SASP Webpage.   CVSSD may also informally respond to applicants' questions. However, informal responses do not affect the

provisions of the 2021-2022 SASP Competitive Application which is only changed via formal amendment(s) issued by CVSSD.

CVSSD may amend this 2021 – 20212 SASP Competitive Grant Application by posting Amendment(s) on the CVSSD E-Grants Systems. Where appropriate, CVSSD will issue an Amendment that will be added to the Application Menu - Forms Menu in E-Grants, immediately below the Request for Applications. Amendments will also be posted on the CVSSD website on the SASP Webpage.

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

G. Definitions

NOTE: "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.

POPULATION SPECIFIC SERVICES — are victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of sexual assault and that are designed primarily for and are targeted to a specific underserved population.
(Excerpted from VAWA Reauthorization Act of 2013)

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.

Criteria for Population Specific Services
Population specific services are created by and for specific underserved communities with an emphasis on the voices and experiences of survivors of interpersonal violence (such as sexual violence, domestic violence, stalking, dating violence, etc.).
   1. Population-specific interventions are founded and designed from the ground up, by and for members of the underserved community and with ongoing guidance from survivors in the community.
   2. 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.
   3. Services are population-specific focused. values, behaviors, expectations and norms of the underserved community are present at every level of service delivery.
   4. 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.
(Based on definition developed by OCADSV Culturally Specific Definitions Work Group)

UNDERSERVED POPULATION — Includes unserved, underserved and inadequately served population specific communities whose access to safety, resources and services is limited and is used broadly to include identities of race, ethnicity, language, immigration or refugee status,

gender identity/expression, sexual orientation, cognitive and physical ability, blindness, Deaf/hard of hearing, age, religion, Tribal sovereignty, or other marginalized identity.
(Based on definition developed by OCADSV Culturally Specific Definitions Work Group)

POPULATION SPECIFIC ORGANIZATION — is 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.
(Excerpted from VAWA Reauthorization Act of 2013).

POPULATION SPECIFIC PROGRAM WITHIN A LARGER ORGANIZATION — is 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.
(Adapted from VAWA Reauthorization Act of 2013).

Criteria for Population Specific Organizations:
   a. Decision makers, board members, management, leadership and/or advisory boards are mostly people of the underserved community.
   b. Decision makers, board members, management, leadership and/or advisory boards consistently and actively engage in ongoing learning.
   c. Decision makers, board members, management, leadership and/or advisory boards' process and practice to support alignment of services with needs and values of the underserved community.
   d. The community being served (including individuals, groups, other providers) recognizes the organization as a population specific provider.
   e. All organization staff is mostly people of the underserved community.
   f. A majority of people the organization serves are from the underserved community.
(Based on definition developed by OCADSV Culturally Specific Definitions Work Group)

Criteria for Population Specific Programs within a Larger Organization:
   g. Decision makers, board members, management, leadership and/or advisory boards *include representatives* of the underserved community.
   h. Decision makers, board members, management, leadership and/or advisory boards consistently and actively engage in ongoing learning.
   i. Decision makers, board members, management, leadership and/or advisory boards' process and practice to support alignment of services with needs and values of the underserved community.
   j. The community being served (including individuals, groups, other providers) recognizes *the program* as delivering population specific services.
   k. *All program staff* is mostly people of the underserved community.
   l. A majority of people *the program* serves are from the underserved community.
(Based on definition developed by OCADSV Culturally Specific Definitions Work Group)

DECISION MAKERS — may include Tribal councils, leaders, or governments, traditional governance boards, advisory boards, or other collective bodies charged with making high-level decisions regarding provision of services.
(Excerpted from definition developed by OCADSV Culturally Specific Definitions Work Group)

CULTURAL PROFICIENCY — is the ongoing learning and integration of knowledge into practice. The ability to communicate with, cooperate with, and serve people from all cultural

identities with respect, professionalism, integrity, and fairness in a manner that recognizes the individual dignity of each person. The practice of learning to recognize and reject one's assumptions about culture. focus on understanding the information provided by an individual within the context at hand. and forgo the temptation to classify or label people with cultural misinformation.
(Excerpted from definition developed by OCADSV Culturally Specific Definitions Work Group)

COLLABORATION — is 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.

ACCESS TO SERVICES — is 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. 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, primary language materials, interpretation services, mobility access, sight access, hearing access, transportation assistance, etc.

SECTION II: Application Overview

A. Introduction

The Sexual Assault Services (SASP) Formula Program is authorized by 34 U.S.C. §12511. SASP was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), as amended by the technical amendments to that act, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The Office on Violence Against Women (OVW), a component the United States Department of Justice (USDOJ), created in 1995, implements VAWA, and subsequent legislation, including SASP.

The Office on Violence Against Women makes annual SASP Formula Program funds available to states and territories. The Oregon Department of Justice (DOJ) Crime Victim and Survivor Services Division (CVSSD) is the State Administering Agency (SAA) for the Sexual Assault Services (SASP) Formula Programs as authorized by ORS 147.231.

SASP directs grant dollars to support eligible organizations that provide core services, direct intervention, and related assistance for adult, youth and child victims of sexual assault. family and household members of such victims. and other non-offending individuals impacted by the victimization. This includes 24-hour sexual assault hotlines, crisis intervention, information and referral, accompaniment and advocacy through medical, criminal justice, and social support systems, emergency financial support services, and short-term individual and group support counseling. Funds provided through the SASP Formula Program are designed to supplement other funding sources directed at addressing sexual assault. Rape crisis centers, and other non-

profit and tribal organizations, such as dual programs providing both domestic violence and sexual violence intervention services, play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems.

CVSSD, the CVSSD Advisory Committee, and the CVSSD SASP Subcommittee are responsible for the development of the SASP Formula Program funding priorities. These funding priorities must complement the VAWA Implementation Plan for Oregon. The SASP funding priorities complement the following funding priorities set forth in Oregon's VAWA FY 2017 – 2020 Implementation Plan (IP):

- Provide victims of domestic and sexual assault, stalking and dating violence meaningful access to services and support programs… (Priority #1).
- Support services to meet the needs of victims from underserved, marginalized and/or oppressed populations and/or Tribal Nations and to improve and enhance culturally specific services and increase cultural competency in the delivery of victim services … (Priority #2).
- CVSSD will ensure that "not less than 20% of the total award" in at least two categories will be allocated to meaningfully address sexual assault services as required in federal statute (Priority #4). and
- Facilitate consultation and planning among and between non-profit, governmental-based, and tribal victim service providers and law enforcement, prosecution and courts (Priority #5).

B. Overview of the Sexual Assault Services Formula Program

1. PURPOSE AREA

The purpose of the SASP Formula Program is to provide intervention, advocacy, and accompaniment (e.g. accompanying victims to court, medical facilities, police departments, etc.), support services and related assistance to:

- Adult, youth and child victims of sexual assault.
- Family and household members of such victims. and
- Those whom the victimization collaterally affected by the victimization (e.g. friends, co-workers, classmates), except for the perpetrator of such victimization. `1

SASP Formula Program funds may be used to support the establishment, maintenance, and expansion of rape crisis centers and nongovernmental, tribal and some governmental programs and projects that provide direct intervention and related assistance to those victimized by sexual assault, without regard to the age of the individual.

Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral.
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members.
- Information and referral to assist the sexual assault victim and non-offending family or household members.
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities. and

- Development and distribution of materials on issues related to the services described in the previous bullets.

2. OVW PRIORITY AREAS
- Improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault.
- Meaningfully increase access to OVW programming for specific marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.)
- Increase the use of promising, evidence-based, and evidence-building practices, where available.
- Address the specific challenges that rural communities face in providing sexual assault victim services.

3. FUNDING PRIORITIES
The CVSSD SASP Subcommittee retained the following funding priorities for the SASP Formula Program Request for Applications and included an additional priority:
- Enhance and strengthen meaningful access to population-specific and culturally-proficient services to adult, youth and child victims of sexual assault, including victims of sex trafficking, who are members an underserved population*, and services to family and household members of such victims and other non-offending individuals impacted by the victimization (**refer to _Appendix C_ for guidance on Approaches to Services excerpted from Building Comprehensive Sexual Assault Services Programs, Sexual Assault Demonstration Initiative**).
- Direct funding to address one or more of the gaps identified in the 2017 Underserved Populations Service Needs and Barriers for Sexual Assault Services Survey: Advocacy Services, Counseling and Support Group Services, Emergency Financial Support Services, Medical and Legal Accompaniment, System Collaboration and Outreach, and other locally documented services gaps (**refer to _Appendix C_ for guidance on Core and Comprehensive Services excerpted from Building Comprehensive Sexual Assault Services Programs, Sexual Assault Demonstration Initiative**).
- Direct funding to organizations that can demonstrate a track record of providing population specific services.
- Enhance equitable distribution of grants and grant funds in frontier areas.
- Prioritize distribution of grants and grant funds to population and culturally specific organizations.

4. UNALLOWABLE and OUT-OF-SCOPE ACTIVITIES
The following is a list of activities that are unallowable and out of program scope and cannot be supported by SASP Formula Program funding (*refer to Appendix B for additional unallowable costs*):
- Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see "Research and Protection of Human Subjects" in the Solicitation Companion Guide).
- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).
- Criminal justice-related projects, including law enforcement, prosecution, courts and forensic interviewing.

- Sexual Assault Forensic Medical Examiner programs.
- Sexual Assault Response Team coordination (*this does not pertain to a grant-funded advocate attending a SART or other sexual assault-related inter-agency response team meeting*).
- Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations, etc.).
- Domestic violence services unrelated to sexual violence.
- Lobbying or attempts to influence members of Congress, the Oregon Legislature, County Commissions, City Councils, or other legislative bodies.
- Fundraising campaigns, endowment drives, or solicitation of gifts and bequests.
- Purchase of real property and vehicles. and
- Construction and physical modification to buildings, including minor renovations (such as painting or carpeting).

See the SASP FAQ document, and CVSSD SASP guidance for more information on allowable/unallowable costs.

C. Eligible Applicants

1. Eligible applicants for this Request for Applications (RFA) are any of the following entities that provide direct intervention and related assistance to adult, youth and child victims of sexual assault, family and household members of such victims, and other non-offending individuals impacted by the victimization.
   o Nonprofit, nongovernmental organization.
   o Tribal organization. and
   o Governmental entity, not part of the criminal justice system (such as a law enforcement agency), that is able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victims services. 34 U.S.C. § 12291(a)(25).

2. All applicants *must* provide services to individuals who have been victimized by sexual assault *without regard to the age of the individual.*

   Without regard to the age of the individual means that the SASP-funded organizations or entity *must* provide services to sexual assault victims of *all* ages. Applicant entities that are commonly understood to serve an age-specific population, such as Court Appointed Special Advocates (CASA), Child Abuse Intervention Centers (CAIC), universities, and domestic violence and sexual assault organizations that provide services to survivors only over the age of 11, among others, will be required to document that they serve all ages. However, while the applicant organization itself must provide services to sexual assault victims of all ages, the SASP-funded project may focus services on an age group, such as children, youth, or elders.

3. All applicants must be able to demonstrate that they provide population specific services to the targeted underserved population.

   SASP funds support organizations and programs that are specifically designed to deliver population specific services to underserved communities as defined in Section I.G. The organization or program must fully meet or substantially meet the criteria for population specific services as defined in Section I.G. Applicants must demonstrate that they provide

population specific services to victims of sexual assault from at least one of the following underserved population specific communities: American Indian/Alaskan Native, Asian, Black/African American, Hispanic or Latino/a, Native Hawaiian and Other Pacific Islander, Limited English Proficient, Immigrants and Refugees, LGBTQI, Developmentally Challenged, Physically Challenged, Visually Impaired, Deaf or Hearing Impaired, Elderly, and Children/Adolescents/Teens.

Applicants may also choose to further focus services for victims of sexual assault from one or more marginalized communities, including farmworkers, incarcerated survivors, individuals who work in the sex industry, residents of rural and frontier areas, veterans, and victims of sex trafficking, among others.

4. All applicants must be able to demonstrate that they are, or are developing as, a population specific organization or program.

   SASP funds support population specific organizations, population specific programs within larger organizations, and organizations and programs that are assertively developing population specific organizations or programs as defined in Section I.G. Applicants for SASP funds that do not currently meet the criteria for a population specific organization must designate a lead staff position to facilitate an interactive liaison with the underserved community and increase the expertise throughout their organization or program on the experiences and needs of the underserved community. The organization or program must actively engage with the underserved community and develop an advisory group, community partnerships or other collaborations to enhance the organization's or program's ability to meet the population specific criteria.

D. Eligibility Requirements

To be eligible for SASP funds, an organization must provide direct services to survivors of sexual assault and meet the eligibility requirement established by VAWA, SASP and CVSSD. Each subrecipient organization must meet all the following requirements:

1. **Demonstrate Record of Effective Services.** Applicants must demonstrate a record of providing effective direct services to survivors of sexual assault. This includes a history of providing direct services in a cost-effective manner and financial support from other sources.

2. **Assist Survivors in Seeking Crime Victim Compensation Benefits**. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.

3. **Not Charge Survivors for SASP-Funded Services.** Subrecipients must provide services to survivors of sexual assault, at no charge, through the SASP-funded project.

4. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on survivors served by race, national origin, sex, age, and disability. and permit reasonable access to its books, documents, papers, and records to determine whether the sub-recipient is complying with applicable civil rights laws. This requirement is waived when providing a

service, such as telephone crisis intervention, where soliciting the information may be inappropriate or offensive to the survivor.

5. **Comply with Non-Discrimination Provision.** Subrecipients must comply with the Violence Against Women Reauthorization Act or 2013 prohibition from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by the Office on Violence Against Women (OVW).

6. **Maintain the Confidentiality of Survivor Information**. Subrecipients must comply with the confidentiality and privacy requirements of the VAWA, as amended. The authorized representative of the subrecipients will be required to sign the *Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended* which is available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf .

7. **Promote Community Efforts to Aid Survivors of Sexual Assault.** Promote, within the community, coordinated public and private efforts to survivors of sexual assault. Coordination may include, but is not limited to, serving on state, federal, local, or Tribal task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to survivors of sexual assault. Coordination efforts qualify an organization to receive SASP funds, but are not activities that can be supported with SASP funds (although the time of a SASP-funded advocate to attend a SART or other sexual assault-related inter-agency response team meeting can be supported with SASP funds).

8. **Comply with DOJ Financial Requirements.** Subrecipients must agree to follow the financial and administrative requirements in the DOJ Grants *Financial Guide* available at https://ojp.gov/financialguide/doj/index.htm. This includes, but is not limited to, financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable SASP services, job descriptions, contracts for services, and other records which facilitate an effective audit.

9. **Comply with State Criteria.** Grantees must abide by any additional eligibility or service criteria as established by CVSSD including submitting statistical and programmatic information on the use and impact of SASP-funded projects.

10. **Not Compromise Survivor Safety and Recovery.** Subrecipients must not compromise survivor safety and recovery through any of their activities. Such activities include, but are not limited to:

    - Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children.

- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services.
- Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services.
- Procedures or policies that fail to include conducting safety planning with victims.
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing.
- Materials that are not tailored to the dynamics of sexual assault or to the culturally specific population to be served. and
- Policies that deny individuals access to services based on their relationship to the perpetrator.
- Hiring of or allowing volunteering of individuals who are not suitable to interact with minors.

This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability will not be allowed.

E. Additional Federal Requirements

1. **Compliance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.**
   As of January 1, 2009, all recipients of Federal VAWA and SASP funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The Transparency Act requires the federal government to have a single, searchable website. This website must be accessible by the public without cost, for each federal award of $25,000 or more over the life of any sub-award (i.e., SASP grant award period). In order to satisfy this requirement, fund subrecipients are required to have a "data universal numbering system" (DUNS) and to maintain a current registration with the System for Award Management (SAM).   Prior to a grant Agreement being issued from this application, all programs must be registered and current with the SAM. See the current version of the *SASP Guidance* for details regarding DUNS and SAM registration (Award Conditions, Federal Funding Accountability and Transparency Act of 2006). For additional information, the SAM User Guide, Quick Start Guides, Helpful Hints and Webinars are available at under the HELP tab on www.sam.gov .

2. **Assurances and Certifications.** Subrecipients must meet the terms of the Standard Assurances, Certifications, and other federal rules regulating grants, incorporated in the SASP Grant Agreement as Exhibits A through F.

3. **Accommodations and Language Access.** Applicants are encouraged to support activities that ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretations and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos, and other materials must ensure that they are accessible to person with disabilities.

4. **Nonprofit Organization Requirement.** Applicants that are eligible for a SASP grant based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. This does not apply to applicants that are tribal governmental organizations or governmental entities in a state that provide intervention and related assistance to victims of sexual assault without regard to their age.

F. CVSSD Requirements

1. **Grant Guidance.** Comply with SASP program guidelines as written in the most recent version of the *SASP Guidance*, including any additional eligibility or service criteria as established by CVSSD.

2. **Financial, Data and Outcome Reporting.** Subrecipients will submit quarterly financial and outcome measures reports, semi-annual performance and narrative reports on services provided specific to the staff positions supported by SASP funds, and annual statistical reports. More detailed information can be found in Section VII (C) of this RFA.

3. **Training Requirements.** The applicant must demonstrate that any staff person approached by a sexual assault survivor should be able to respond appropriately to assess need, provide crisis intervention and information and referral. as appropriate, staff may pass longer-term needs and services to the SASP-funded staff.

   CVSSD requires of a minimum of 40 hours of content-specific training for all grant-funded staff and volunteers serving survivors of domestic violence and sexual assault. Refer to Appendix A for a detailed outline of the training requirements. In addition, to qualify for SASP funding, each staff person wholly or partially funded by this grant *must have attended at least 24 hours of advanced sexual assault training within the last 24 months*. All SASP-funded staff who does not meet the full 24-hour training requirement is required to complete the remaining training hours within the first 6 months of the grant period or, if newly hired, within 6 months of the hire date. Training on population- and culturally specific services and practices may substitute for a portion of the required training hours.

   If the applicant organization or program does not meet the criteria of population specific program or a population specific program within a larger organization, the Population Specific Lead and Liaison *must have attended at least 24 hours of training on* **population- and culturally-specific services and practices** *within the last 24 months.* If the Population Specific Lead and Liaison does not meet the full 24-hour training requirement, that individual is required to complete the remaining training hours within the first 6 months of the grant period or, if newly hired, within 6 months of the hire date.

   See CVSSD training page for advanced sexual assault-specific trainings.

SECTION III: General Application Guidelines

A. Application Instructions

The following instructions are intended to guide the applicant in completing the 2021-2022 SASP Competitive Grant Application.

1. Applications will be completed and submitted entirely through the CVSSD E-Grants system. The forms section is where the vast majority of the work for an application is completed along with the uploading of specifically requested documents. All forms must be complete with no error messages prior to the application being submitted. Having individual forms completed 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.**

2. All applicants must register in the CVSSD E-Grants system or update the Organization and Member Information in the CVSSD E-Grants system. Eligible applicants are only required to register one time in CVSSD E-Grants. There is no need for multiple accounts within the CVSSD E-Grants system. **However, organizations registered in CVSSD E-Grants must review and update the organization's contact and member profile information including deactivating staff no longer associated with the organization. This process should be completed prior to initiating the application.** Please see *CVSSD E-Grant Applicant User Guide, Chapter 5: Keeping Contact Information Current*.

   If you are a *current* CVSSD grant recipient you must be in compliance with all grant requirements, including all reporting requirements, to be considered for this funding.

   If you are a *new* applicant or do not currently receive CVSSD grant funds you must 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/ . Please allow 24 hours to process your registration.

3. Applications must be submitted electronically through the CVSSD E-Grants system. **The application is due on** <u>**September 30, 2020 by 11:59 p.m**</u>., Pacific Standard Time. The application will not be accessible after the above-mentioned time. **It is important to note that once an application is submitted it will enter a "read-only" status and cannot be changed.**

Late applications will not be accepted. 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.

For information on *Submitting your Application* see the CVSSD *E-Grants Applicant User Guide*.

4. All required documents for this application can be found in CVSSD E-Grants. Additional documents will need to be uploaded within the following forms in CVSSD E-Grants:
   - Form B: Organization Chart
   - Form E: Job Descriptions
   - Form K: Memorandum of Understanding (as appropriate)
   - Form K: Subcontract (as appropriate)
   - Form K: Subaward (as appropriate)
   - Form K: Letter of Authorization (as appropriate)
   - Form K: Statement of Compliance
   - Form K: Certification of Non-Supplanting (as appropriate)
   - Form K: Indirect Cost Negotiated Agreement (as appropriate)
   - Form K: Administrative Risk Assessment (as appropriate)
   - Form K: Financial Risk Assessment (as appropriate)
   - Form K: Legal Documents for Nonprofit Organizations (Statement of Financial Condition, most recent submission of Form 990, IRS 501(c)3 Determination Letter, Bylaws for Board of Directors)

   Please DO NOT attach any documents that have not been requested unless directed by CVSSD.

5. 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), Uniform Guidance, DOJ guidelines and all other requirements as stated by CVSSD.

6. CVSSD has the right to make or deny an award without prior communication with the applicant.

7. By submitting an application, an agency agrees to comply with all CVSSD Grant Agreement requirements. A sample SASP Grant Agreement is available on the CVSSD website on the SASP Webpage.

B. Technical Assistance

1. Technical assistance regarding CVSSD E-Grants can be obtained by:
   a. Listen to the E-Grants 101 audio training available on the **RFA Teleconference and Resources** page in E-Grants in the Request for Applications section on Application Menu-Forms.
   b. Using the CVSSD E-Grant Applicant User Guide.

c. Contacting the CVSSD Fund Coordinators as listed on page 1 for assistance with the application contents.
d. Contacting the system Help Desk for system technical assistance which is available: Monday – Friday 8am to 8pm, Eastern Standard Time, at 1-866-449-1425 or email azhelpdesk@agatesoftware.com .

2. CVSSD staff will respond to questions with respect to RFA clarifications and the SASP competitive grant process. However, CVSSD staff cannot provide any grant-specific guidance or review and edit a grant application before submission.

SECTION IV: Grant Application Contents

A. Key Things to Remember When Completing the Application

1. After saving a form, if there are errors, CVSSD E-Grants will provide error messages at the top of a page directing the applicant to errors on a form.
2. The CVSSD 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, other fields may need to be completed as well.
4. Remember to click "*Save*" frequently to save the information you have written. The system will not save information if you go to the next page without saving. **Click on "*Save*" every time you think of it**.
5. An applicant may want to consider completing narrative sections in a word processing program and pasting it into the appropriate section. Since 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.
6. It is recommended that a person, other than the writer of the grant, review the application.

Instructions for completing all FORMS in this application can be found by reviewing the <u>Application Instructions</u>.

B. Project Information: Forms A-J

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, 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 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.

Each applicant is required to complete Forms A – J. Form K (Attachments to Upload) is for use in attaching and uploading required documents.

C. Project Budget: Forms L - O

Each applicant is requested to submit a 2-year budget. When determining the amount of funding to request, applicants should carefully consider the estimated total program funding available, the 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.

CVSSD has the discretion to award grants 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 grant.

A list of unallowable and out-of-scope activities can be found in Section II.B.4 of this RFA. Additional unallowable costs are included in Appendix B. Please review both sections carefully before completing the project budget.

Applicants should consider personnel salary and benefit increases when preparing project budget requests for the project award period January 1, 2021 – December 31, 2022.

Form O is the budget summary and all budget amounts will be auto filled from forms K - M.

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 page" 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.

SECTION V: Submission Information

SASP Competitive grant applications must be submitted electronically through the CVSSD E-Grants system. Applications will only be accepted 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-Grants Applicant User Guide*.

THE APPLICATION IS DUE ON:

Wednesday, September 30, 2020
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 VI: Application Review and Award Decisions

A. Application Review Process

The application response must be submitted electronically through the CVSSD E-Grants system by 11:59 PM on September 30, 2020 as described in this RFA. CVSSD will conduct an impartial review of the applications received in response to this competitive RFA. The Review Team consists of SASP Subcommittee members, CVSSD Advisory Board members, government and community partners and subject-matter experts that will review, evaluate, and score each application. The final scores are presented to the CVSSD Advisory Committee. The Advisory Committee makes final recommendations to CVSSD for funding. CVSSD staff presents the Advisory Committee's final recommendations to the Oregon Attorney General for final approval.

Applications will be evaluated and scored on the completeness, quality, and applicability of their content in the following steps:
Step 1: Review of Minimum Qualifications (Pass/Fail)
Step 2: Evaluation of Application (scored)
Step 3: Ranking of Applications
Step 4: Recommendations
Step 5: Selection

1. **Evaluation of Minimum Qualifications**.
   a. The CVSSD Fund Coordinators will review all applications on a pass/fail basis and determine if each application meets the Minimum Application Qualifications. All forms (Forms A – O) and attachments are required to be completed in full.

   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 Team as detailed in step two.

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 V.B. below.

   The Review Team will score all applications according to how well the applicant responded to each of the questions. The Review Team 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 Review Team member 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.***

b. *Frontier Service Area 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, 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 SASP funds, CVSSD, in consultation with the SASP Subcommittee, has selected to use a narrow frontier county-based definition promulgated by the National 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 the 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 have to pass the Minimum Qualifications as described in Section V.A.1. and receive a minimum of seventy-five (75) standard points as described in Section V.2.a. in order to qualify for bonus points.

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

Applicants proposing to deliver services in one or more of the ten (10) counties meeting the frontier definition described above <u>and</u> in a geographical area outside of the defined frontier counties may be eligible for one to four (4) bonus points.

c. *Population Specific Organization Bonus Points*: Ten (10) points may be awarded to applications submitted by applicants meeting the criteria for a population specific organization. Applicants qualifying for the ten (10) population specific organization bonus points must meet all of the Criteria for Population Specific Organizations, and substantiate, to the satisfaction of the Review Team, that the following criteria have been met based on the applicant's response to question B.3.a. on Form C, Population Specific Criteria.

Criteria for Population Specific Organizations
- Decision makers, board members, management, leadership and advisory boards are mostly people of the underserved community (advisory boards are not required).
- Decision makers, board members, management, leadership and advisory boards consistently and actively engage in ongoing learning (advisory boards are not required).
- Decision makers, board members, management, leadership and advisory boards process and practice to support alignment of services with needs and values of the underserved community (advisory boards are not required).
- The community being served (including individuals, groups, and other providers) recognizes the organization as a population specific provider.
- All organization staff is mostly people of the underserved community.
- A majority of people the organization serves are from the underserved community.

Applicants qualifying for bonus points have to pass the Minimum Qualifications as described in Section V.A.1. and receive a minimum of seventy-five (75) standard points as described in Section V.2.a. in order to qualify for bonus points.

3. **Ranking of Applications**. The Review Team will use the standard points awarded to each application to rank each application. After ranking applications based on standard points, bonus points will be awarded, based on the definition described in Section V.A.2.b., resulting in the final ranking of the applications.

4. **Recommendations**. The Review Team will present final scores and ranking to the CVSSD Advisory Committee. The CVSSD Advisory Committee will make funding recommendations to CVSSD. CVSSD staff will forward award recommendations to the Oregon Attorney General, or her designee, for final award decisions.

5. **Selection**. CVSSD will notify each applicant of its selection status by electronic mail by the estimated award notification date of November 30, 2020.

B. Application Scoring

The application must receive a minimum average score of 75 of the possible one hundred (100) Standard Points to be considered for funding. The Review Team will assign points to its evaluation of each application as follows:

Standard Points	Point Basis
General	***General Considerations:*** • Is easy to read and understand. • Gives a clear picture of the overall project. • Sufficiently details the proposed project activities. • Completes each section of the application. • Proposes a cohesive project.
5	***Organizational Capability:*** • Organization mission, purpose philosophy compatible with RFA. • Demonstrates effective overall management systems.
10	***Organizational Capacity to Deliver Sexual Assault Services:*** • Provides examples of community leadership and accomplishments on sexual violence issues. • Demonstrates broad training in sexual assault for all staff. • Funds budgeted for sexual assault-specific staffing and services. and • Addresses "ten components" in current and future efforts.
15	***Population Specific Criteria*** • Demonstrates experience and expertise providing population specific services by fully or substantially meeting the Criteria for Population Specific Services. • Demonstrates meeting criteria for a population specific organization or program within a larger organization or as a developing population specific organization or program within a larger organization. • If a developing population specific organization or program, has a designated lead with appropriate training, or if a new lead, planned training. and • If a developing population specific organization or program, demonstrates partnerships with organizations serving identified underserved population.
10	***Advanced Sexual Assault Training:*** • Job descriptions (uploaded on Staff Roster) clearly outline sexual assault work described in grant project. • Meets 24-hour advanced sexual assault training requirement. and • Demonstrates community involvement through membership and recent attendance at inter-agency collaborations.
5	***Governing Body Information:*** • Governing body utilizes written documents for governance. • Demonstrates governing body commitment to serving sexual assault survivors. and • Oversight body receives sexual assault-specific training.

Standard Points	Point Basis
25	**Project Description**: • As appropriate, demonstrates that currently funded project has met accomplishments and benefitted targeted underserved community. • Comprehensive description of underserved population specific community to be served. • Sufficiently describes why this project is needed and how it will address the problems related to sexual violence facing the identified population. • Identifies gaps identified in RFA or locally documented. • Has activities planned that respond directly to the needs of the population. • Describes the services offered to clients. • Describes how applicant will provide the services, including any start-up activities. • Benefit to identified population is convincing. • Gives objective, factual information. • Avoids giving subjective information and generalizations.
15	**Project Specific Goals, Objectives, Activities and Performance Measures**: • Provides goal(s) and objectives consistent with the project description, need statement area the applicant has selected. • The proposed activities address the problem or need and linked to the objectives. • Outputs and outcomes measure the proposed project activities. and • Directly connects the outcome to the objectives.
5	**Community Collaboration**: • Demonstrates collaboration with the law enforcement, prosecution, courts, medical professionals, sexual violence response teams, community- and government-based programs.
10	**Project Budget and Budget Summary**: • Provides a budget that is directly related to the proposed project. • Shows how the budget supports the proposed project activities. • FTE of the staff position(s) to be funded matches the project description and staff roster. • Presents a reasonable and accurate budget. • Includes budget items that are allowable according to SASP guidelines. and • Clearly explains the proposed budget expenditures.
Up to 5 bonus points	*Delivering services in one or more frontier counties:* Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman, Wallowa, Wheeler
10 bonus points	*Meeting criteria for a population specific organization*

C. Reservation of Rights

CVSSD reserves the right to:
1. Seek clarifications of each application and award a grant Agreement without further discussion of the applications 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, in its sole discretion, whether an application does, or does not, substantially comply with the requirements of this RFA.

4. To waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this RFA.

D. Review of Award Decisions

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 (3) 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 VII: Monitoring and Financial Requirements

A. Grant Monitoring

CVSSD will monitor each grantee receiving SASP funding. The objective of monitoring is to assure that the grantee is: a) providing services as described in this RFA and is spending grant funds as agreed. b) working towards its objectives. and c) following appropriate fiscal procedures. Monitoring includes telephone and on-site visits intended to provide technical assistance and support program development. During on-site visits, CVSSD staff will review all financial records and other supporting documentation for costs and expenditures related to CVSSD administered grants.

B. Award Conditions
Conditional Awards
1. **Timely Completion of Grant Award Documents:** All grant awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by an applicant and by the CVSSD designee. If grant award documents are not completed by an applicant within 3 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.

2. **Other Conditions** All grant awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by an applicant and by the CVSSD designee. If grant award documents are not completed by an applicant within 3 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.

   If one or more of these conditions exist, the applicant will be notified if a conditional award has been approved. The notice shall specify the conditions to be satisfied by the applicant and the date by which the conditions must be satisfied. When additional conditions are included in a Grant Agreement, Grantee's failure to satisfy those conditions shall be governed by the default and termination provisions included in the Grant Agreement.

C. Reporting Requirements

In addition to the conditions specified in the preceding section ("Conditional Awards") and as a condition of receiving a SASP grant, recipients must adhere to the financial guidelines set forth in the fund specific CVSSD Grant Agreement. An example of the SASP Grant Agreement can be found on the CVSSD website on the SASP Webpage. All CVSSD Grant Agreements provide that grantees who fail to meet any of the reporting requirements included in this section (financial, narrative and statistical) are in default under the Agreement. In such a case, CVSSD has the right to end the grant. 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.

Reporting for this application will be done completely through the CVSSD E-Grants system. See the reporting schedule at the end of this section. Details and training on reporting within the CVSSD E-Grants system will be provided by CVSSD staff.

1. **Financial Reporting**
   Each grantee must submit a Quarterly Financial Report (FR) form as described in the sample CVSSD Grant Agreement for SASP. A Common Outcome Measures Quarterly Report must be submitted with each FR. The FR that is due by January 31st must also be accompanied by the required OVW Annual Progress Report for SASP ("Muskie" Report).

2. **Narrative Reporting Requirements**
   Each grantee must submit a semi-annual narrative report on grant-funded activities. Narrative reports are not a substitute for other specifically required report information (i.e., reporting staff turnover, approval of specific expenditures, etc.).

3. **Statistical Reporting Requirements**
   CVSSD requires that SASP grantees report statistical data on an annual basis. Statistics are collected on the SASP Annual Progress Report form provided by OVW found at: http://muskie.usm.maine.edu/vawamei/saspformulaform.htm

All statistical data must be as accurate as possible, and grantees must be able to distinguish between new and ongoing clients. It is essential that the proper data be collected and reported as the data will be used to comply with both state and federal reporting requirements.

Grantees must carefully consider who their SASP grant clients are in order to accurately collect and report relevant data. In general, clients are "identifiable individuals who receive direct services by the staff resources reflected in the SASP grant budget." The following should be considered when determining how to collect SASP statistics:

- Contacting the public individually, in groups, in person or otherwise, with information about the availability of services may be an important outreach activity but does not constitute the actual provision of direct services. persons so contacted are not clients unless they actually receive the direct services offered through the SASP grant. and
- Clients must be individually identifiable in order to ensure that data is unduplicated and to collect the necessary civil rights compliance information. The only exception is hotline calls/information and referral and outreach to victims/survivors.

See the most recent version of the SASP Guidance for additional information on statistics and narrative reporting.

4. **Reporting on CVSSD Common Outcome Measures**
   All SASP grant recipients 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, SASP-funded project, but rather to all victim services provided by the program. Programs are asked to collect client feedback from all appropriate clients with the goal of a 10% response rate and 90% positive responses. Grantees are only obligated to survey appropriate clients and should specify which clients will be surveyed via an internal agency policy. For example, clients in crisis may not 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 outcome measures described below.

   Grantees 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**.

   The three common outcome measures are:
   - *"The program provided me with services that helped me make informed choices about my situation."* (This CVSSD Common Outcome Measure is applicable to all program types and must be stated exactly as shown).
   - "*After working with this agency, I have some new ideas about how to stay safe.*"
   - "*After working with this agency, I know more about resources that may be available, including how to access them.*"

5. **Maintain Civil Rights Information**
   Upon award, each grantee is required to maintain statutorily required civil rights statistics on survivors' services by race, national origin, sex, age, and disability. This requirement is waived when the grant recipient is providing a service such as crisis line where soliciting the information may be inappropriate or offensive to the survivor. Civil rights statistics

must be kept on file along with other SASP grant documentation and must correspond with each grant period. The information will be reviewed during onsite visits or at the request of the Federal Administrator of SASP Funds of the Office on Violence Against Women.

6. **Reporting Schedule**

Reporting Period	Quarterly Financial & Common Outcome Measures Due	Annual "Muskie" Report and Program Narrative Due
January 1 – March 31	April 30	N/A
April 1 – June 30	July 20	N/A
July 1 – September 30	October 31	N/A
October 1 – December 31	January 31	January 31

D. Payment of Awards

SASP grant award payments are made on a reimbursement basis, meaning that grant funds are paid to grantee agencies after expenditures have incurred. Payments to grantees are made when CVSSD receives a quarterly Financial Report form and all required accompanying reports. Sample language as to the payment of SASP awards and the conditions precedent to payment are included in the sample CVSSD SASP Grant Agreement which can be viewed on the CVSSD website on the SASP Webpage.

As stated in the sample Grant Agreement, all payments are contingent upon funds being appropriated and available for distribution.

APPENDIX A: TRAINING REQUIREMENTS FOR STAFF, VOLUNTEERS, INTERNS, AND GOVERNING BODY

These training requirements adopted by the DHS Advisory Committee apply to all applicant agencies receiving ODSVS, VAWA, VOCA, and DHS DV/SA Funds. Training requirements for staff and volunteers were originally adopted on February 16, 2007. Board training requirements were adopted in 2002. *Updates, including those to ensure compliance with OAR 137-085-0080, are noted in italics below and are pending final approval.*

Non-profit Organizations: Leaders include the Board of Directors, Advisory Board, 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, the Program Coordinator, or a DV/SA Advisory Board.

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

A. STAFF AND VOLUNTEERS

Overall Goal of Grant Contract Requirements for Training:
Provide high quality and consistent Domestic Violence, Sexual Assault, Dating Violence and/or Stalking services throughout Oregon by having well-educated and skilled staff and volunteers.

Overall Objectives of Grant Contract Requirements for Training:
- Increase consistency of services throughout Oregon.
- Establish a uniform base of proficiency and skill in responding to all three issues of domestic violence, sexual assault and stalking, across all programs, regardless of the type of agency.
- Promote best practices to enhance survivor/victim safety and empowerment.
- Provide opportunities for programs to evaluate staff/volunteer's capacity to provide effective services and empower survivors/victims.
- Provide accountability within program by establishing expectations for staff and volunteers,
- Meet requirements for advocates to carry privilege (OAR 137-085-0080). and
- Provide accountability to funders.

Objectives of Initial Training:
Give staff/volunteers increased knowledge, skills, capacity, and resources to provide effective Domestic Violence, Sexual Assault, Dating Violence and Stalking services, provide safe options and empower survivors/victims.

<u>Who is Required to Have Training</u>:

All employees and volunteers who provide client specific direct services, including review of specific client information, must complete the required 40 hours of training prior to having unsupervised contact with survivors/victims or their information. Job-shadowing as part of the training is allowed. Programs may waive parts of the training for new staff/volunteers who have completed training through other domestic violence and/or sexual assault programs or volunteer trainings if the program:

- contacts the original agency to verify training. and/or
- documents that it meets the training requirements.

If the prospective staff/volunteer has not volunteered or been employed *in a related field* within the last two years, they must go through the training.

<u>Length of Training</u>:

Training will be a minimum of 40 hours, including at least two hours on privilege and confidentiality. There is no required number of hours per other topic. however, it is anticipated that each topic would have approximately 2 hours.

Training does not need to be provided in the order of content areas listed below. Content areas may be combined. Programs must demonstrate training is adequate in all content areas for staff/volunteers to meet the training objectives and the assessed needs of the program.

The recommended training format is group training. Structured job shadowing and self-study with staff follow-up may be included as part of the overall hours. One-on-one training is allowable if necessary, but programs are encouraged to follow-up with group experiences through conferences, training institutes such as the Sexual Assault Training Institute and the State Victims Assistance Academy, and other appropriate options.

<u>Outcomes</u>:
- Staff and volunteers demonstrate appropriate knowledge, skills, and capacity to respond to survivors of domestic violence, sexual assault, dating violence and stalking.
- Staff and volunteers report they feel capable to respond to survivors of domestic violence, sexual assault, dating violence, and stalking. and
- Survivors report satisfaction with services and/or responses.

B. CONTENT TOPICS

<u>Overview of Violence Against Women and Interpersonal Violence</u>:
Staff and volunteers will understand the types of violence.

Content will cover:
- Definitions and dynamics of domestic violence, sexual assault, dating violence, stalking and other inter-personal violence.
- Commonalities and differences between types of violence.
- How types of violence inter-connect and intersect.

- How the causes and effects of violence against women cross individual, community, cultural, institutional and societal levels (ecological model), and
- Basic safety planning for each type of violence against women.

Anti-Oppression, Anti-Racism, Cultural Competency Theory and Practice:
Advocates will understand the theoretical dynamics of oppression. the dynamics and effects of domestic violence. sexual assault, dating violence and stalking in different populations. how oppressions impact survivors. and address how to effectively provide services to different populations.

Content will cover:
- Dynamics of oppression, power and control.
- How oppressions are interconnected.
- How oppression reinforces social support of violence against women.
- The effect of dominant culture assumptions on survivors and service delivery.
- Strategies to interrupt oppressive actions and words.
- Demographics and needs of the local community.
- Strategies to overcome barriers and provide equitable, accessible and appropriate services, and
- Effects of violence on diverse populations.

Populations include same-sex, African-American, Asian and SE Asian, Latinas or Hispanic, Pacific Islander, Native American, People with Disabilities, Elders, and Male survivors.

Definition and Dynamics of Domestic Violence:
Advocates will understand and be able to describe domestic violence.

Content will cover:
- Legal and programmatic definitions of domestic violence.
- Types of domestic violence (physical, sexual, emotional, financial, etc.).
- Dynamics of domestic violence, including myths and facts, statistics and prevalence.
- Dynamics of dating violence, including myths and facts, statistics and prevalence.
- Historical and social context (including blaming the victim, gender-role stereotypes, power differentials, cultural and individual beliefs).
- Basis of power and control (see section on abusers below).
- Domestic violence as an individual choice by batterer supported by societal and institutional norms.
- Barriers to leaving.
- Coping strategies of survivors/victims.
- Intersection with other issues.
- Range of safety strategies, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

Definition and Dynamics of Sexual Assault:
Staff and volunteers will understand and be able to describe sexual assault.

Content will cover:
- Legal and programmatic definitions of sexual assault including that committed by strangers and by non-strangers (acquaintances, intimate partners, etc.).
- Types of sexual assault including childhood sexual abuse and adults molested as children.
- Dynamics of sexual assault including rape myths and facts, statistics and prevalence, drug-facilitated sexual assault.
- Historical and social context (rape culture including blaming the victim, gender-role stereotypes, power differentials, cultural and individual beliefs).
- Basis of power and control (see section on offenders below).
- Range of safety strategies, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups

Definition and Dynamics of Stalking:
Advocates will be able to identify stalking behavior and provide appropriate resources and referrals.

Content will cover:
- Definitions and dynamics of stalking.
- Types of stalkers (offender known to victim, offender in previous relationship to victim, offender unknown to victim).
- Stalking behaviors including cyber-stalking and electronic surveillance.
- Stalking (and other) protective orders.
- Criminal prosecution.
- Civil suit.
- Range of safety strategies including phone and computer safety, legal remedies, relocation and name change, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

Effects on Survivor/Victims and Trauma:
Advocates will learn possible effects of domestic violence, sexual assault, and stalking and learn to mitigate the impact of the trauma on survivors, their families & friends (secondary victimization).

Content will cover:
- Trauma, trauma-informed care, and the neurobiology of trauma.
- Trauma from single and/or cumulative trauma including childhood physical and sexual abuse, recent or past domestic violence, recent or past sexual assault.
- Range of possible survivor responses and coping strategies including fear, re-experiencing (physical reactions, flashbacks, nightmares), intrusive memories, being triggered, difficulty

concentrating, being very calm, being very agitated, depression, blaming oneself, hyper-vigilance, hyper-arousal, sleeplessness, substance abuse, etc..

- Strategies to mitigate or reduce trauma.
- Intersections with other issues (mental health, disabilities, alcohol and drugs, etc.).
- Dynamics of suicide and suicide intervention.
- Additional barriers for immigrants, people of color, rural populations, elders, children and youth, Lesbian, Gay, Bi-Sexual, Trans-gendered, Queer (LGBTQ), and people with disabilities, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

Adults molested as children (AMAC):
Advocates will learn to recognize the effects of childhood sexual abuse on adults and give appropriate referrals.

Content will cover:
- Effects of childhood sexual abuse on adult survivor/victims.
- Potential triggers.
- Identification of issues.
- Ways to support healing, and
- Appropriate referrals.

Effects of Exposure to Violence on Children:
Advocates will understand how violence impacts children and ways to mitigate its impact.

Content will cover:
- Risks associated with children witnessing domestic and other types of violence.
- Range of behavioral and emotional response.
- Factors that assist a child in developing and strengthening resilience.
- Healthy and unhealthy strategies children use to cope.
- Safety planning with children.
- Talking with children about domestic violence, and
- What is Child Abuse and Child abuse reporting (refer to DHS Booklet What You Can Do About Child Abuse)

Dynamics of Elder Abuse:
Staff and volunteers will understand and be able to describe elder abuse.

Content will cover:
- Legal and programmatic definitions of elder abuse including that committed by strangers and by non-strangers (acquaintances, intimate partners, caregivers, etc.).
- Types of elder abuse.
- Dynamics of elder abuse.
- Historical and social context.
- Basis of power and control (see section on offenders below).

- Range of safety strategies, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups

Dynamics of Domestic Violence abusers:
Advocates will understand power and control and the dynamics of abuser behavior.

Content will cover:
- Domestic violence as an individual choice by batterer supported by societal and institutional norms.
- Tactics of power and control.
- Battering is the systematic use of abusive behaviors aimed at maintaining power and control in a relationship.
- Battering behaviors include:
    o Intimidations
    o Emotional abuse, put-downs, name calling, etc.
    o Threat of violence
    o Use of violence
    o Using children (and pets)
    o Using finances
    o Using male privilege
    o Sexual abuse/violence and using sex as a reward or punishment
- Domestic Violence is not an anger problem.
- Domestic Violence is not caused by alcohol and drug use or abuse.
- Warning signs of abusers.
- How batterers use children.
- Ways batterers get others to collude with them, and
- Criminal thinking patterns.

Dynamics of Sexual Offenders:
Advocates will learn a basic framework for understanding the methods, underlying motivations and actions of sex offenders.

Content will cover:
- The fundamental root cause of sexual assault is entitlement and the expectation of gratification.
- The role of sexism and oppression in sexual assault.
- Use of broadly accepted strict gender roles and stereotypes by sex offenders to justify sexual violence and abuse.
- Selection of individuals by sex offenders who they perceive to be accessible, vulnerable and lacking in credibility.
- Myths and stereotypes about sex offenders (crazy, no consensual sex, miscommunication etc.) and the facts.
- Motivations of sex offenders including sex, power, humiliation, and violence, and
- Types of sex offenders.

<u>Self-Care and Vicarious Traumatization</u>:
Advocates will learn to skills to minimize vicarious traumatization.

<u>Content will cover</u>:
- What is vicarious trauma.
- Signs of vicarious trauma.
- Techniques for self-care, and
- How to access support.

<u>Advocacy and Crisis Response</u>:
Volunteers and staff will know the system response to domestic violence, sexual assault and stalking including roles of responders and community protocols. be able to support a survivor through medical, legal and other processes. give accurate information. assess the safety and other needs of the survivors. be knowledgeable of resources and give appropriate referrals. provide peer support. and empower the survivor/victim to make her/his own choices.

<u>Content will cover</u>:
- Crisis dynamics and strategies to address crisis.
- Safety assessment and safety planning.
- Relevant criminal and civil laws.
- *Protective orders, including but not limited to Family Abuse Protective Order, Sexual Assault Protective Orders, Extreme Risk Protection Orders, Elderly/Disabled Persons Abuse Prevention Act, stalking orders, no-contact release agreements and any other current order.*
- Immigration issues including eligibility for services, VAWA self-petitioning, and appropriate referrals for immigration assistance.
- *Tribal laws, Tribal courts, and Tribal Protective Orders*.
- How the criminal justice system works, Crime Victims' Compensation, and Crime Victims' Rights.
- Financial resources available, including Temporary Assistance for Domestic Violence Survivors (TA/DVS) and Housing Emergency Assistance for Elders and People with Disabilities through DHS.
- The sexual assault response system, including SARTs, SANES, Sexual Assault Forensic Exams (SAFE) and the SAVE fund.
- Local resources (legal services, housing, health and mental health, substance abuse programs, employment, education, etc.), and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

<u>Confidentiality and Privilege</u>:   A minimum of two hours as per ORS 40.264 and ORS 147.600.

Advocates will know and comply with confidentiality and privilege requirements, reasons for confidentiality, reasons for privilege, limitations of each, informed consent, and release of information.

- *Rationale for and importance of confidentiality and privilege.*
- *Relevant federal and state statutes and rules. and*
- *Agency procedures, practices, protocols, and forms.*

C. ADVOCACY SKILLS

Working with survivors:
- Through training, role-playing, job shadowing at work and at relevant locations, and other strategies, advocates will be able to respond to survivors in appropriate ways:
  - Ask appropriate questions to elicit information.
  - Assess immediate safety and other needs and assist survivor to develop safety plans.
  - Assess danger including survivor's danger to self.
  - Assess on-going safety and other needs.
  - Listen to survivors, understand what they are saying and be able to reflect back to them (active listening).
  - Put a survivor's reactions into a context to help survivors and others understand.
  - Reframe statements and use non-victim blaming statements.
  - Complete needed documentation.
  - Assist survivors request their Crime Victims' Rights.
  - Assist survivors to document.
  - Use strategies to interrupt oppressive actions and words.
  - Use strategies to adapt services and approaches to recognize culture and respect differences.
  - Use strategies to adapt services and approaches to recognize age, Socio-Economic Status, disability and other issues and respect differences.
  - Provide clear information on domestic violence.
  - Provide clear information on options and choices.
  - Empower survivor to make choices.
  - Demonstrate empathy.
  - Demonstrate sensitivity to cultural factors, and
  - Demonstrate ability to communicate across cultures, populations, and age groups.

Working with Systems, System-based partners, and other service providers:
Through training, role-playing, job shadowing, etc. advocates will learn and be able to:
- Explain system response to survivors and assist them in their interactions with system responders.
- Request services and appropriate responses on behalf of survivors.
- Negotiate appropriate services and responses.
- Advocate for additional or other services, responses.
- Advocate for services to address local needs and needs of diverse groups, and
- Work for coordinated system response.

Additional Requirements: 12 of the 40 hours regarding:
Through additional training, role-playing, job shadowing, etc. staff and volunteers having contact with survivors/victims or their information will demonstrate specific skills and in-depth knowledge for the response they will be providing.

Content may include but is not limited to:
- SANE exams for sexual assault responders.
- Court accompaniment.
- Accompaniment for medical exams.
- Working with law enforcement.
- Support group facilitation.
- Shelter intake.
- Working with children.
- *Campus response, Title IX.*
- *Trafficking.*
- *PREA.*
- *Sexual violence prevention.* and/or
- *Phone response.*

D. Board of Directors, Advisory Board, or Leaders designated with the responsibility for the oversight of the grant funded activities.

Each non-profit organization or Tribal Nation will identify the individual or group with direct responsibility for domestic violence and/or sexual assault programs. The designated leader(s) *may* include members of the Board of Directors, Tribal leaders, the program supervisor, or a DV/SA Advisory Board 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.

APPENDIX B: UNALLOWABLE COSTS

Funds may not be budgeted or used for the following items:

1. Tips, bar charges or related items while on travel status. Meals not associated with overnight travel. An exception is made for breakfast and dinner as long as the employee is on travel status for a minimum of two hours before the beginning of their regularly scheduled work shift or after the end of their regularly scheduled work shift.
2. Per Diem reimbursement for meals provided at conferences or training seminars.
3. Food related items such as napkins, plates, forks, spoons, and knives, beverages, snacks, candy or food items not provided in conjunction with a working lunch or dinner at a conference or training event (see page 20 for definition of working lunch or dinner).
4. Entertainment, honoraria, gifts, gift certificates, cards, movies, recreation, sporting events, holiday and birthday supplies, or expenses related to these items.
5. Personal items such as makeovers, non-professional membership dues, flowers, cards, social events or promotion of church attendance.
6. Grant writing.
7. Compensation to federal employees.
8. Activities that compromise victim safety: pre-trial diversion programs not approved by OVW or the placement of offenders in such programs. mediation. joint victim-offender counseling. mandatory counseling for victims. penalizing victims who refuse to testify. promoting procedures that require victims to seek legal sanctions against the offender. anger management programs for offenders, etc.
9. Corporate formation.
10. Interest on non-bearing items or the cost of money.
11. Laundry charges.
12. Expenses related to the maintenance or sale of forfeited or seized property.
13. Mass transit tax.
14. Late fees or finance charges.
15. Audit costs for audits not required in accordance with 2 CFR Part 200, subpart F are unallowable
16. Furniture or moving household goods to a new location.
17. Voucher programs.
18. Stipends or incentives.
19. Legal or defense services for perpetrators.

CVSSD reserves the right to modify the list of unallowable costs as necessary.

APPENDIX C: APPROACHES TO SERVICES AND CORE & COMPREHENSIVE SERVICES
(*Building Comprehensive Sexual Assault Services Programs*, Sexual Assault Demonstration Initiative)

Approaches to Services

Sexual assault service programs should provide services in a manner that demonstrates integrity, ethics, respect for diversity, and survivor autonomy and empowerment. These approaches to service provision incorporate the following characteristics:

Rooted in Anti-Oppression & Empowerment-Based Framework
• Programs are mindful of the intersections of all forms of oppression and how this affects survivors' experiences
• Programs are responsive to the multidimensional needs of survivors
• Programs support and empower survivors employed at their own agencies
Services Made Available Across the Lifespan
• Services are available to survivors across the lifespan (infants, children, adolescents, young adults, adults, and later in life adults)
• Programs are responsive to all stages of the healing journey, regardless of when the assault and disclosure take place
Accessible Accommodations
• Services are available to survivors of all levels of ability
• Accommodations are made for survivors according to each person's self-identified needs
• Services are available free of cost
• Services and materials are available in the preferred language of the survivor
• Materials are written at a sixth grade reading level or below
Culturally Specific Response
Services are:
o Representative of the community's identified needs
o Available and relevant to all genders
o Available and relevant to people of all sexual orientations
o Linguistically specific
o Aware of the complicating impact of historical and intergenerational trauma
o Made available in locations that are relevant to the community
Present in a Wide-Range of Settings
1. Services are made available in community settings, and to survivors that reside both in-shelter and outside of shelter
2. Programs provide advocacy and other services in a wide range of settings, including:
o Community institutions
o Faith communities
o Social service settings
o Medical settings
o Legal/Criminal justice settings
o Community service groups
o Neighborhood groups

Rooted in Trauma-Informed Care Principles
• Programs and services are rooted in understanding of the effects of trauma on the lives of survivors and those who serve them
• Programs support survivor growth and autonomy through collaboration and survivor-led decision-making
• Programs are mindful of organizational capacity and limitations, with program culture, staffing, and services reflective of such awareness
• Programs actively work to build vicarious resilience and prevent and lessen vicarious trauma

Core and Comprehensive Services

Core services are the basic services sexual assault service agencies provide to sexual violence survivors and the community. They are the essential services that meet the immediate needs of survivors. In many states and territories, coalitions or state agencies define these core services by setting minimum standards of practice: the types of services that must be offered and the way services must be provided. (RSP, 2011). These often include services such as 24-hour crisis intervention, hospital and legal accompaniment, and information and referrals for other needs.

Comprehensive services provide the core services as well as additional opportunities for survivors to heal and communities to prevent violence. These include additional services that address the physical, social, emotional, and spiritual needs of sexual assault survivors and their allies. These services go beyond the most immediate, pressing needs to support more in-depth healing, empowerment and integration. This guide is intended to describe the broad range of services that advocacy agencies may provide but is not exhaustive. Different cultural expressions of trauma may require culturally congruent responses. Services made available to survivors of sexual assault should be representative of each community's needs.

Type of Services	Core Services	Comprehensive Services
Crisis Intervention	1. Available 24 hours a day/7 day a week 2. Active listening and empathy 3. Reinforcement of coping skills	Core services plus… 4. Consistency in crisis intervention for survivors who frequently access support 5. Face-to-face options available for support on an ongoing 6. Staff and volunteers trained in and use techniques to help reduce trauma symptoms 7. Ongoing evaluation of crisis intervention delivery

Type of Services	Core Services	Comprehensive Services
Advocacy	- Education about medical options - Medical accompaniment and advocacy during forensic exam or another emergency care - Education about justice and safety options - Legal accompaniment and advocacy during reporting and through prosecution - Legal accompaniment and advocacy provided for securing orders of protection - Advocacy as requested by survivor for other basic needs	Core services plus… - Medical accompaniment and advocacy provided for non-emergency medical services (e.g., OB/GYN care, dental care, etc.) - Legal accompaniment and advocacy provided for civil law cases - Advocacy provided for other impacts on survivor (e.g., with employers, schools, etc.) - Ongoing evaluation of advocacy needs and delivery
Information and Referral	- Referrals to other service providers that can support survivors (e.g., therapists, social services, housing, legal aide, holistic healing services, etc.)	Core services plus… - Screening of agencies and service providers on referral list - Policies for maintaining confidentiality when communicating with agencies and service providers - Referrals for a wide range of health care (e.g., OB/GYN, chiropractors, massage therapists, acupuncturists, etc.) - Ongoing evaluation of new information and referral needs
Counseling and Therapy	- Psycho education about effects of trauma - Supportive listening, validation, and empowerment - Assistance with coping skills and trigger plans	Core services plus… 1. Planned interventions and goals 2. Ongoing evaluation of counseling and therapy delivery and outcomes 3. Use of specific modalities provided by trained and/or licensed counselor or therapist
Support Groups	- Groups exchange information, share techniques for problem-solving, and explore feelings - May be run by advocates or counselors - Peer-led support groups - May be curriculum-based, open or closed, short-term or ongoing - Culturally relevant groups/Talking Circles - Sexual violence specific groups	Core services plus… B. Groups for adult survivors of child sexual abuse C. Groups for male survivors D. Groups for parents of child survivors E. Groups for LGBTQ survivors F. Groups for age-specific groups G. Groups for survivors with disabilities H. Groups in multiple languages (determined by community needs)

Type of Services	Core Services	Comprehensive Services
Holistic Healing		• Healing arts opportunities (e.g., art therapy, music therapy) • Creative arts opportunities (e.g., knitting circles, writing groups, etc.) • Movement and exercise groups and classes • Meditation and mindfulness classes and groups • Yoga • Nutritional education • Somatic (body) based approaches • Outdoor-based healing activities • Culturally based approaches to healing • Ongoing evaluation of survivor interests and delivery and outcomes of holistic opportunities
Institutional/ Systems Advocacy	• Staff training • Community task forces (SARTs, etc.) • Media advocacy	Core services plus… • Regular review and improvements of protocols and policies • Creation/integration of roles relevant to sexual assault intervention • Regular communication with medical and legal partners • Regular communication with other social services • Ongoing evaluation of systems coordination and community change
Support for Significant Others	• Information and referrals • Crisis intervention	Core services plus… • Advocacy • Support groups • Counseling/therapy • Childcare
Survivor Activism and Involvement		• Survivor participation in program advisory board • Volunteer opportunities • Survivor-led philanthropic events • Survivor political action committees • Opportunities for survivors to speak publicly about their experiences (e.g., Speak Outs, Clothesline Project, art exhibits, publications, speakers' bureau, etc.) • Peer-led groups • Recruitment strategies when hiring to ensure survivors can and are encouraged to apply • Support for and empowerment of staff who are survivors