

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



**2021 - 2023 JOINT NON-COMPETITIVE GRANT FUNDS
REQUEST FOR APPLICATIONS (RFA)
FOR AWARDS FROM:**

- **Oregon Department of Justice**
 - **Oregon Domestic & Sexual Violence Services (ODSVS) Fund**
 - **Victims of Crime Act (VOCA) Grant Fund**
 - **Violence Against Women Act (VAWA) STOP Formula Grant Fund**
- **Oregon Department of Human Services**
 - **Domestic Violence (ODHS/DV) Fund**
 - **Sexual Assault (ODHS/SA) Fund**

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Oregon Department of Justice
Crime Victim and Survivor Services Division
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GRANT OPPORTUNITY SUMMARY

Opportunity Type:	Non-Competitive
RFA Release Date:	This solicitation released on April 23, 2021. Each application is initiated by DOJ CVSSD and completed by the applicant.
RFA Deadline:	All applications are due by 4:59 p.m. PDT on Friday, June 11, 2021. (See Submission Dates and Times)
Award Period:	July 1, 2021– June 30, 2023
Total Funding Available:	\$32,902,564 as of April 2021; 2021-2023 funding level pending legislative action.
Number of Grantees:	58 eligible grantees
Matching Requirement:	25% of the VOCA award; ODHS DV funds match (25% of the MLT award; 25% of the CFA-DV award; 20% of the FVPSA award)
Application Teleconference Calls:	May 4 and May 10, 2021. See page 5 for details.
Purpose:	Joint Non-Competitive Grant Funds support meaningful access to services for all survivors of domestic and sexual violence, stalking and dating violence; and a stable system of service to the extent possible.
Eligibility:	An applicant must be a non-profit organization, a federally recognized Tribal Nation in Oregon, or a victim services division or program of a non-profit organization or tribal government, whose primary purpose is to serve victims and survivors of domestic violence, sexual assault, stalking, and/or dating violence through a continuum of outreach, intervention, and support services.

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RESOURCES FOR THIS APPLICATION

Throughout this document, the Oregon Department of Justice Crime Victim and Survivor Services Division is referred to as DOJ CVSSD and the Oregon Department of Human Services as ODHS. The 2021-2023 Joint Non-Competitive Grant Funds Request for Applications is referred to as the 'Joint Application' or the 'RFA'.

The CVSSD E-Grant Application Instructions provides guidance for each line item in the application. The Instructions can be found on the landing page or the Forms Menu in the E-Grants Joint Application.

The CVSSD E-Grant Applicant User Guide answers questions about navigating the system. The Guide can be found at <https://www.doj.state.or.us/crime-victims/for-grantees/cvssd-e-grants-information/>.

A Sample Grant Agreement for DOJ CVSSD Joint Non-Competitive Funds (VOCA, VAWA, and ODSVS) is available on the DOJ CVSSD website: <https://www.doj.state.or.us/crime-victims/grant-funds-programs/oregon-domestic-and-sexual-violence-services-odsvs-fund/>

A Sample Grant Agreement for ODHS Funds is available at <https://www.oregon.gov/dhs/ABUSE/DOMESTIC/DVAG/Pages/SVFAC.aspx>

CVSSD's guidelines for VOCA, VAWA and ODSVS Funding are posted in document landing page of the E-Grants Joint Application. **ODHS guidelines for Domestic Violence Funds and Sexual Assault Funds** are posted <http://www.oregon.gov/DHS/ABUSE/DOMESTIC/Pages/resources.aspx>.

AMENDMENTS TO THE APPLICATION

DOJ CVSSD may amend the 2021-2023 Joint Non-Competitive Grant Funds Request for Applications. Amendment(s) are posted on the DOJ CVSSD E-Grants system as a document link on the forms menu of the application.

Applicants are responsible to enter and save all application information in the DOJ CVSSD E-Grants system. DOJ CVSSD accepts no responsibility for applicants missing information in the Joint Application and the E-Grants system.

Applicants may submit formal requests for clarification of a provision in this RFA. Requests must be submitted by email or telephone to one of the Fund Coordinators listed above. Requests must be received by Friday, May 21, 2021 to be considered. DOJ CVSSD will promptly respond to each formal request for clarification. Formal requests for clarifications received after this date may or may not receive a response based on the sole discretion of DOJ CVSSD. DOJ CVSSD may also informally respond to applicants' questions with responses that do not affect the provisions of the 2021-2023 Joint Application.

JOINT APPLICATION TELECONFERENCE SCHEDULE

Applicants are strongly encouraged to attend one of the two teleconference/on-line sessions listed below. Applicants may choose either date. No registration is necessary.

Date	Time	Link
Tuesday, May 4, 2021	10:00 am – 11:30 am	Join ZoomGov Meeting https://www.zoomgov.com/j/1600715932?pwd=ajJpaU1xa0c4ODF5Z21HcEdmV01LUT09 Meeting ID: 160 071 5932 Passcode: 093413 One tap mobile +16692545252,,1600715932#
Monday, May 10, 2021	1:00 pm – 2:30 pm	Join ZoomGov Meeting https://www.zoomgov.com/j/1607956955?pwd=M2ZxaWU2V1dlc0Z2Znc2QlFiM0hpUT09 Meeting ID: 160 795 6955 Passcode: 457234 One tap mobile +16692545252,,1607956955#

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

TIMETABLE FOR JOINT APPLICATION REVIEW AND GRANT AWARDS

Date	Activity
April 23, 2021	Request for Applications Released
May 21, 2021	Requests for Changes/Amendments to the Application DUE
May 26, 2021	Final Changes/Amendments to the Application POSTED
Friday, June 11, 2021	Application DUE at 4:59 pm PST
June 2021	Application Review & Requests for Modifications
July 1, 2021	2021-2023 VAWA and ODSVS award periods begin
October 1, 2021	2021-2023 VOCA and ODHS award periods begin

STAFF CONTACT INFORMATION FOR THE OREGON DEPARTMENT OF JUSTICE

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 Salem, Oregon 97301-1067

SECTION I: JOINT APPLICATION OVERVIEW

A. INTRODUCTION

In 2006, DOJ CVSSD and ODHS established a joint formula for equitably distributing non-competitive federal and state grant funds to non-profit organizations that provide advocacy services to victims and survivors of domestic violence and sexual assault across the state. The formula was recommended after completion of an ‘Equity Allocation Study’. The formula is designed to cover personnel costs only for a critical response to survivors. It is not intended to meet the full funding needs of organizations and Tribal Nations identified as recipients within the joint formula. The formula established a base amount for each service area regardless of population, with the remaining funds being distributed by population for each service area. To learn more about the history and structure of the joint formula, read *Funding Towards Equity* located on DOJ CVSSD’s [website](#).

This RFA is issued jointly by DOJ CVSSD and ODHS. DOJ CVSSD and ODHS may provide grant award funding from sources of funds:

DOJ CVSSD	ODHS
Oregon Domestic and Sexual Violence Services (ODSVS)	Domestic Violence (DV) Fund including the state surcharge on marriage licenses (MLT fund) and funding from the Criminal Fine Account (CFA/DV) and Federal Family Violence Prevention and Services Act (FVPSA)
Victims of Crime Act (VOCA)	
Violence Against Women Act (VAWA) STOP Formula Grant	Sexual Assault (SA) Fund from the Criminal Fine Account (CFA/SA)

DOJ CVSSD and ODHS place emphasis on two key values in administering the Joint Non-Competitive Grant funds, which are: 1) **meaningful access to services for all survivors** of domestic violence, sexual assault, dating violence, and stalking, and 2) **a stable system of service** to the extent possible.

This application is scheduled for a two-year grant cycle (2021-2023) contingent upon the availability of funds and based upon the fiscal year of the individual funding source. Grants may be amended by DOJ CVSSD or ODHS to change term length to accommodate reductions in, supplements to, or other changes in award funding. Applicants are encouraged to read the entirety of this RFA and corresponding instructions prior to completing the Joint Application forms in the DOJ CVSSD E-Grants system.

B. ELIGIBILITY

To be eligible for a Joint Non-Competitive Grant award, an applicant must be:

- a non-profit organization¹;
- a federally recognized Tribal Nation in Oregon, or
- a victim services division or program of a non-profit organization or tribal government.

The applicant's primary purpose must be to serve victims and survivors of domestic violence, sexual assault, stalking, and/or dating violence through a continuum of outreach, intervention, and support services.

Eligibility is limited to the following:

1. Applicants that are **currently receiving** Joint Non-Competitive Grant funds²;
2. Applicants that do not receive a direct Joint Non-Competitive Grant award but have a **subcontract or subaward** from an organization that currently receives Joint Non-Competitive Grant funds.

New applicants (as defined in #2 of the paragraph above) must write a letter of intent to DOJ CVSSD and ODHS prior to applying. DOJ CVSSD and ODHS will determine the applicant's readiness to directly apply for these funds based on the applicant's ability to 1) successfully manage a previous subcontract or subaward from an organization that currently receives Joint Non-Competitive Grant funds, and 2) demonstrate a history of program stability, which is defined as one or both of the following:

- two full years of consecutive operation providing services to victims of domestic violence and sexual assault, and
- documentation of:
 - an applicant's history of providing cost-effective direct services to victims of domestic violence and/or sexual assault;
 - written support from current recipients of Joint Non-Competitive Grant funds in the service area. Written support may also come from other community agencies or organizations familiar with the applicant's services and the needs of victims to be served; and
 - financial support of at least 10% from at least one other revenue source. Financial support does not include what would be awarded from the Joint Non-Competitive Grant.

DOJ CVSSD and ODHS leaders will consider recommendations of the DOJ CVSSD and ODHS advisory committees prior to making a final determination of eligibility.

¹ A nonprofit organization 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.

² Appendix B contains a list of organizations currently eligible to receive Joint Non-Competitive Grant funds

All eligible applicants must **currently provide certain services** to victims and survivors of domestic violence, sexual assault, stalking, and/or dating violence prior to applying for a Joint Non-Competitive Grant funds. These services include:

- *Advocacy for victims and survivors*
- Safety planning
- Information and referral
- Peer support
- 24-hour crisis line
- 24-hour crisis response

An applicant may establish a memorandum of understanding, subcontract or subaward with another organization to provide a 24-hour crisis line and/or 24-hour crisis response.

All eligible applicants must **meet certain requirements** as a condition of receiving a Joint Non-Competitive Grant Award.

- Comply with DOJ CVSSD administrative and financial requirements
- Comply with state and federal requirements as outlined in the grant award agreement
- Provide meaningful access to services
- Provide confidential and privileged advocacy services as prescribed in ORS 147.600, ORS 40.264, VAWA, FVPSA, and the DOJ CVSSD and ODHS grant agreements
- Provide voluntary, survivor-driven, trauma-informed services
- Provide services at no cost to survivors³
- Provide effective direct services as measured by the Common Outcome Measures
- Comply with all training requirements for staff, volunteers, and Board members
- Participate in community coordination and planning
- Designate a sexual assault lead advocate for organizations serving both domestic violence and sexual assault survivors⁴
- Designate a population specific lead advocate for organizations developing population specific or culturally specific programs⁵

In addition, applicants must demonstrate compliance with the requirements specific to each source of state and federal grant funding. Applicants are advised to carefully review the requirements specific to each source of state and federal grant funding included in this RFA.

C. COMMON REQUIREMENTS

DOJ CVSSD and ODHS share common requirements for all state and federal funding contained in the Joint Application. By submitting an application, an applicant signifies its intent to comply with the following common requirements:

³ Third party reimbursement is allowed.

⁴ For those organizations receiving Joint Non-Competitive Grant funds earmarked for sexual assault services

⁵ For those organizations receiving Joint Non-Competitive Grant funds earmarked for population specific services

1. DIRECT SERVICES

In addition to the services listed under Section 1B. Eligibility of this RFA, applicants are expected to offer additional services as appropriate:

- Follow-up advocacy when safe and at request of the survivor
- Legal advocacy
- Legal services
- Primary prevention⁶
- Sheltering services⁷
- Outreach
- Transportation

Services to survivors must be voluntary and provided at no charge to the survivor.

Each source of funding within the Joint Non-Competitive Grant identifies its own requirements for allowable services. Refer to fund-specific information and guidelines to learn more.

2. MEANINGFUL ACCESS TO SERVICES

Meaningful access to services for all survivors is a core value of the Joint Non-Competitive Grant funds. All applicants must:

- a. Appropriately respond to an initial crisis call and/or disclosure of domestic violence, sexual assault, stalking or dating violence with safety planning and support, and in a way that is responsive to the survivor's status and identity;
- b. Provide survivor centered services that support the right of all survivors to obtain and make use of advocacy services that meet their unique needs. This includes recognizing the limitations of the applicant's expertise and capacity and/or honoring the survivor's choice to seek other services. Under these circumstances, the organization must be prepared to offer survivors resources and referrals that connect them to an appropriate partner organization or program;
 - i. Culturally specific or Tribal programs/organizations may directly link survivors who do not need their culturally specific services to an appropriate partner program/organization when one exists and is available;
 - ii. Other programs/organizations may directly link survivors who need culturally specific or Tribal services to an appropriate partner when one exists and is available;
- c. Provide services that are either culturally specific or culturally responsive and that recognize the multiple intersecting identities of survivors;
- d. Continuously engage communities in their service area when designing and evaluating programs and services. This means including survivors and

⁶ ODSVS and ODHS funds only

⁷ Shelter facilities, safe houses, motel stays, housing assistance and stabilization, etc.

representatives of Black, Indigenous, and People of Color (BIPOC) populations, LGBTQIA2S+ populations, people with disabilities, male and gender expansive populations, Tribal Nations and other populations impacted by inequity; and

- e. Provide comprehensive training for leaders, staff and volunteers about the dynamics and effects of oppression and historical trauma, the impact of domestic violence, sexual assault, stalking and dating violence in various populations, and how to effectively provide services in their service area.⁸

3. CONFIDENTIALITY AND ADVOCATE-VICTIM PRIVILEGE

DOJ CVSSD and ODHS have adopted and integrated the U.S. Violence Against Women Act (VAWA), the U.S. Victims of Crime Act (VOCA), and the U.S. Family Violence Prevention and Services Act (FVPSA) confidentiality protections for all DOJ CVSSD and ODHS grant funded organizations, programs and Tribal Nations serving domestic violence and sexual assault survivors. (34 USC § 12291(b), 42 USC 110 § 10406(c)(5))

The state of Oregon has created Advocate-Victim Privilege (ORS 40.264) for ‘certified advocates’ working for ‘qualified victim services programs’ and established basic confidentiality requirements for those programs and advocates (ORS 147.600). Confidentiality requirements are applicable to all staff and volunteers who have access to survivors’ information or make decisions about identified survivors. Confidentiality requirements also apply to members of a non-profit organization’s board of directors or to designated members of a Tribal Nation who have oversight of the domestic violence and sexual assault services. Some organizations, programs, tribes, or professions may have other confidentiality provisions and/or laws that apply to domestic violence and sexual assault survivors.

Guidance about confidentiality and advocate-victim privilege is available [here](#).

4. TRAINING REQUIREMENTS FOR STAFF, VOLUNTEERS, and BOARD OF DIRECTORS OR OTHER DESIGNATED LEADERSHIP

Applicants must comply with DOJ CVSSD and ODHS training requirements for all staff and volunteers who provide direct services to survivors of domestic violence, sexual assault, stalking and dating violence. All staff and volunteers must complete a minimum of 40 hours of training *prior* to having unsupervised contact with survivors.

Applicants must also comply with DOJ CVSSD and ODHS training requirements for Boards of Directors or other designated leadership.⁹ Boards of Directors or other

⁸ 40-hour training for staff and volunteers and 12-hour training for Board members and other designated leadership on these and other topics is a requirement of this RFA.

⁹ Other leaders are those designated with oversight responsibility of grant funded activities and programs within a Tribal Nation or umbrella organization.

designated leadership must complete a minimum of 12 hours of training within the first year of leadership.

As per ORS 40.264, ORS 147.600, and OAR 137-085-0080, DOJ CVSSD and ODHS require that all staff, volunteers, and Boards of Directors or other designated leadership have at least 2 hours of training on confidentiality and advocate-victim privilege.

Training requirements for staff, volunteers, Board members and other designated leadership are available at DOJ CVSSD's [website](#) and at the ODHS [website](#). Applicants must assign training completion dates for staff, volunteers, and Boards of Directors or other designated leadership on the Staff and Board Rosters in the DOJ CVSSD E-Grants system.

5. PLANNING AND COMMUNITY ENGAGEMENT

All applicants have a responsibility to ensure their practices and policies are continuously improving to match the needs of the people and the community they serve. Applicants must engage in a planning process that informs the development of its programs and services, and enhances outreach to survivors in their communities, especially to those who have not accessed services before. Steps for planning include 1) community assessment, 2) identifying immediate and long-term goals, and 3) formulating specific strategies to achieve those goals. Planning processes are an opportunity for applicants to solicit stakeholder input and survivor feedback, most importantly from survivors and representatives of BIPOC populations, LGBTQIA2S+ populations, people with disabilities, male and gender expansive populations, Tribal Nations and other populations impacted by inequity.

Applicants must demonstrate involvement in community coordination efforts such as domestic or sexual violence response teams, child abuse multidisciplinary teams, local or regional partnerships that may include criminal justice system and other social service providers and Tribal Nations.

Applicants may propose to formally collaborate with community partners through a non-binding agreement (i.e. Memorandum of Understanding), or by subcontracting or subawarding funds available through this application. If proposing a MOU or to subcontract or subaward funds, the applicant must show that the entity can perform the delegated services, satisfy the grant terms and conditions, and not impair the applicant's provision of services funded through the Joint Non-Competitive Grant.

6. SEXUAL ASSAULT LEAD POSITION

This requirement does not pertain to applicants representing Tribal Nations or organizations focused solely on sexual assault. Applicants representing organizations that provide services to domestic violence *and* sexual assault survivors and who receive funding for sexual assault services through the Joint Non-Competitive Grant must

designate a ‘sexual assault lead position’. This position is responsible for facilitating learning and providing expertise to the organization about sexual assault. The sexual assault lead position must attend trainings about sexual assault beyond what is minimally required in this RFA. Applicants (not necessarily the sexual assault lead position) must actively participate in community coordination efforts around sexual assault (i.e., sexual assault response teams).

7. POPULATION SPECIFIC LEAD POSITION

This requirement does not pertain to applicants representing Tribal Nations, population specific organizations or population specific programs within larger organizations.¹⁰ Applicants that provide population specific services to domestic violence and sexual assault survivors *and* that receive VOCA Underserved, VAWA Culturally Specific and ODSVS Culturally Specific funding for population specific services through the Joint Non-Competitive Grant must designate a ‘population specific lead position’. This position is responsible for facilitating learning and providing expertise to the organization about a specific population of survivors. This lead position must also attend relevant population specific trainings beyond what is minimally required in this RFA. Applicants (not necessarily the population specific lead position) must actively participate in community coordination efforts that benefit and support the specific population.

8. DEMONSTRATE A RECORD OF EFFECTIVE SERVICES AND SOUND FISCAL MANAGEMENT

Applicants must complete administrative and financial risk assessments as part of this application to demonstrate 1) a record of providing effective direct services to survivors, and 2) sound fiscal management. Providing effective direct services includes, but is not limited to, Board and staff retention, meeting grant requirements and objectives, and sound organization policies. Sound fiscal management includes, but is not limited to, evidence of adequate financial support from sources other than grants received from DOJ CVSSD and ODHS and true and accurate financial records kept in accordance with Generally Accepted Accounting Principles (GAAP) and federal Uniform Guidance.

9. ABILITY TO PROVIDE MATCHING FUNDS

VOCA and ODHS Domestic Violence funds require that applicants contribute to the total cost of the project by providing a match of the total grant award.¹¹ Matching funds must be cash or in-kind services, and from non-federal sources. Matching funds is not a requirement of VAWA, ODSVS, and ODHS Sexual Assault Funds. See Section VI. Information Specific to VOCA Funding for additional information regarding match requirements.

¹⁰ Including those that are culturally specific.

¹¹ Tribal Nations are exempt from the requirement to provide match on VOCA Funds.

10. FINANCIAL AND PROGRESS REPORTING

Applicants must submit financial and progress reports on a monthly, quarterly, semi-annual, and annual basis as required by the state or federal funding source. Applicants must collect client feedback using the DOJ CVSSD Common Outcome Measures. See [Section IV. Monitoring and Reporting Requirements](#) for more information.

11. COMPLIANCE WITH RELEVANT FEDERAL AND STATE LAWS

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

13. COMPLIANCE WITH VOCA, VAWA, ODSVS AND ODHS FUNDING GUIDANCE

Applicants must comply with DOJ CVSSD and ODHS guidance for VOCA, VAWA, ODSVS and ODHS funding. Guidance for these funding sources is provided in Sections 5-8 of this RFA, DOJ CVSSD fund specific guidance books, and in Joint Non-Competitive Grant agreements.

14. 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.

15. MAINTAIN CIVIL RIGHTS INFORMATION

Applicants must 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.

16. COMPLY WITH FEDERAL FINANCIAL REQUIREMENTS

Applicants must agree to follow the financial and administrative requirements in the DOJ Grants *Financial Guide* available at [here](#). This includes, but is not limited to, financial documentation for disbursements, daily time and attendance records specifying time devoted to each fund source, job descriptions, contracts for services, and other records which facilitate an effective audit.

SECTION II: ALLOCATIONS AND GRANT AWARDS

A. ALLOCATION OF JOINT NON-COMPETITIVE GRANT FUNDS

1. ALLOCATION BY SERVICE AREA

Joint Non-Competitive Grant funds are allocated by service area, which is defined either as a county or federally recognized Tribal Nation.

- a. **Single counties served by one applicant.** Applicants who serve a single county and who are the only eligible applicant in that county will apply for the full allocation available for that county.
- b. **Multiple counties served by one applicant.** Applicants who serve more than one county may apply for a portion of the allocation available to each of the counties in which they serve.
- c. **Multiple applicants serving one county.** Historically, Josephine, Lake, Lane, Linn, Marion, Multnomah and Washington counties have been served by more than one organization. Applicants who have served those counties previously will receive the same or similar amount of funding as in the 2019-2021 Joint Non-Competitive Grant award period. Two or more applicants serving a single county may jointly propose to adjust the apportioned allocations of funding. Such proposals must be submitted separately by each applicant and demonstrate mutual agreement of all parties. For example, Applicant A proposes to decrease its allocation by \$10,000 and Applicant B proposes to increase its allocation by \$10,000. Applicants must contact DOJ CVSSD and ODHS prior to proposing any adjustments.

2. FUNDING SPECIFIC 'SET ASIDES'

DOJ CVSSD and ODHS funding has different 'set asides' required for their administration. The purpose of the set asides is to ensure grant funds are designated to support sexual assault and population specific services in a meaningful way. Set aside percentages are based on the total state allocation. DOJ CVSSD and ODHS assign specific set asides to each applicant's allocation of funds. Set asides for 2021-2023 are the same or similar to those assigned in the 2019-2021 Joint Non-Competitive Grant award period. Applicants may contact DOJ CVSSD and ODHS to discuss changes to the set asides assigned to the organization.

- a. ODSVS, VAWA and ODHS CAF funds designate set asides for sexual assault services as follows:
 - ODSVS = 20%
 - VAWA = 20%
 - VOCA = 10% (one of five priority categories for funding)
 - ODHS CAF = determined by appropriation level rather than percentage

- b. ODSVS, VAWA and VOCA designate set asides for population specific services¹² as follows:
- ODSVS = 20%
 - VAWA = 10%
 - VOCA = 10% (one of five priority categories for funding)

3. FUNDS ALLOCATED FOR LEGAL SERVICES

A portion of ODSVS funds is set aside for organizations whose principal function is to provide legal services. Only organizations who received ODSVS funding during the 2019-2021 biennium to provide legal services are eligible to receive the funding again in the 2021-2023 biennium.

4. ALLOCATION PLACEHOLDER

Each eligible applicant will have its application already initiated in E-Grants. The application includes temporary ‘placeholder’ allocation amounts based on sources of funding and specific funding categories. Allocation placeholder amounts are for funding that is anticipated for 2021-2023. Once the final appropriation of ODSVS funding is determined by the Oregon State Legislature, DOJ CVSSD will update allocation amounts for each applicant per the joint formula. Applicants will be advised of any revisions that are required to the application and/or award documents as a result. Contact a DOJ CVSSD or ODHS fund coordinator if there are questions about the allocation placeholder amounts.

DOJ CVSSD and ODHS will apportion decreases or increases in funding within service areas based on the formula and local distribution agreements. DOJ CVSSD and ODHS also consider recommendations from their respective advisory committees. All decisions regarding implementation of the joint formula, setting allocations and making grant awards are made at the sole discretion of DOJ CVSSD and ODHS.

B. AWARD AMOUNT

Actual funding levels for 2021-2023 are finalized at the end of the current legislative session. For purposes of this RFA, applicants will submit budgets based on projected funding levels as shown in the E-Grants application. Grant awards can be made final once a) DOJ CVSSD and ODHS agency budgets are approved by the Oregon State Legislature, and b) the State of Oregon receives notice of its federal awards for VOCA, VAWA and FVPSA. Joint Non-Competitive Grant awards are made to in response to successful grant applications.

DOJ CVSSD and ODHS reserve the right to:

1. Reject grant applications that are late, incomplete or non-conforming;

¹² “Population specific services” is used as a broad term for purposes of this application. Applicants must be aware of the variances in how terms are used for each fund, including “culturally specific” and “underserved”.

2. Request clarification or supplemental information for an application. An applicant's failure to provide a timely and satisfactory response may lead to rejection of the application and denial of a grant award;
3. Reduce, supplement, or change award amounts, services, and funding by adjusting the proportion of an applicant's total funding coming from specific funds and substituting other available resources in lieu of such fund moneys. This includes adjustments to grant awards at any time to reflect increases or decreases in state and federal funding;
4. Make grant awards to applicants that are new to Joint Application. As appropriate, DOJ CVSSD and ODHS will consult with organizations whose funding allocations and/or services are impacted by any such addition; and
5. Negotiate or otherwise alter 1) the amount of grant awards, 2) the amount of state and federal funding an applicant receives, and 3) the level and scope of services to be provided pursuant to a grant award.

C. AWARD CONDITIONS

All grant awards are conditional upon the timely completion of modifications to the application and grant award documents. If application modifications and grant award documents are not completed by an applicant within three months of the grant award notice, then DOJ CVSSD and ODHS have the authority to withdraw the award and reallocate the funds. Reports for all existing grants with DOJ CVSSD or ODHS must be complete before a Joint Non-Competitive Grant award is issued or payment is released. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by an applicant and by the DOJ CVSSD and ODHS designees.

All DOJ CVSSD and ODHS grant agreements include requirements that must be satisfied by both parties to the agreement. DOJ CVSSD and ODHS may also include special conditions in grant awards at any point within the award period. Special conditions may include increased frequency of reporting, submission of additional reports or documentation, finalizing contractual or subaward agreements, etc. An applicant's failure to satisfy the special conditions shall be governed by the default and termination provisions included in the grant agreement.

D. PAYMENT OF AWARDS

All payments are contingent upon funds being appropriated and available for distribution. The ODSVS grant award is paid prospectively on an annual basis. The first ODSVS payment is made upon completion of award documents for the Joint Non-Competitive Grant. Expenses incurred on VOCA and VAWA grant awards are reimbursed each quarter after DOJ CVSSD receives and approves financial and progress reports due for that period. ODHS funds are paid monthly or in one-twelfth payments for each year of the biennium.

E. UNEXPENDED FUNDS & DE-OBLIGATION OF FUNDS

1. VAWA, VOCA and ODSVS budget funds unexpended in Year One of the award period are available to spend in Year Two and may require a grant amendment.
2. ODSVS 'no budget' funds from Year One and Year Two may be spent at any time during the award period without requiring a grant amendment.
3. Unexpended 2019-2021 ODSVS funds (budget and no-budget) may be carried forward to the 2021-2023 award period. Fund coordinators will instruct applicants on how to include unexpended 2019-2021 ODSVS funds in the ODSVS budget for 2021-2023. Read Section V. Information Specific to ODSVS Funds to learn more.
4. FVPSA funds must be spent within the Federal fiscal year of October 1 to September 30 and cannot be extended or carried forward to the following federal fiscal year.
5. VAWA and VOCA funds that are unexpended at the end of the Year Two will not be extended beyond the award period. Unexpended VAWA and VOCA funds shall be de-obligated and returned to DOJ CVSSD. To the extent practicable and within its discretion, DOJ CVSSD will re-obligate such funds with the goal of supporting access to services for survivors of domestic violence, sexual assault, stalking and dating violence. Applicants may redirect spending of VAWA and VOCA funds through a grant amendment prior to the end of the award period to avoid de-obligation of those funds.

SECTION III: GENERAL INSTRUCTIONS

The following instructions are intended to guide the applicant in completing the 2021-2023 Joint Application.¹³

1. Applicants already registered in CVSSD E-Grants must review and update the organization or Tribal Nation'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 refer to the [E-Grants Applicant User Guide](#) to assist you through the registration process.
2. New applicants that currently do not receive CVSSD grant funds must register in the CVSSD E-Grants system at [CVSSD E-Grants Information site](#). Please refer to the [E-Grants Applicant User Guide](#) to assist you through the registration process. Please allow 24 hours to process your registration.
3. Applications must be completed and submitted entirely through the CVSSD E-Grants system. The forms section is where the majority of the work for an application is completed and where documents are uploaded. All forms must be complete with no error messages before submitting the application. Remember to click "SAVE" frequently. Applicants must change the status of the application to "Application Submitted" when all forms are complete, and all errors are corrected.
4. **The application is due on Friday, June 11, 2021 at 4:59 p.m., Pacific Standard Time. Late applications will not be accepted.**
5. CVSSD has the right to make or deny an award without prior communication with the applicant.
6. By submitting an application, an applicant agrees to comply with all DOJ CVSSD and ODHS Grant Agreement requirements.
7. Technical assistance regarding DOJ CVSSD E-Grants is available.
 - a. Application Instructions are attached on Forms Menu.
 - b. The DOJ CVSSD E-Grants Applicant User Guide is available at <https://www.doj.state.or.us/crime-victims/for-grantees/cvssd-e-grants-information/>
 - c. Contact your Fund Coordinator for assistance with the application contents
 - d. Contact the Agate Software Help Desk for system technical assistance, which is available Monday – Friday 5am to 5pm, Pacific Standard Time, at 1-866-449-1425 or email azhelpdesk@agatesoftware.com.
8. All required documents for this application are found in DOJ CVSSD E-Grants.

¹³ The funding year for VOCA and the ODHS FVPSA funds runs from October 1 through September 30; the other funds included in this application have a funding year from July 1 through June 30.

- a. The DOJ CVSSD E-Grants system allows applicants to check the status of each form and when it was last saved. As each form is saved, the system will inform applicants if there are errors. Applicants are unable to submit an application until all errors are corrected.
- b. All applicants are required to complete Forms A, B, C, D, F, and H.
- c. Form E are required of applicants for the set aside of sexual assault funds.
- d. Forms L, U, and AB are required of applicants for set asides of underserved or culturally specific funds.
- e. Forms I to R pertain only to VOCA funds. The E-Grants application is set so applicants only see and complete these forms if they are scheduled to receive VOCA funds.
- f. Forms S to Z pertain only to VAWA funds. The E-Grants application is set so applicants only see and complete these forms if they are scheduled to receive VAWA funds.
- g. Forms AA to AF pertain only to ODSVS and ODHS funds. The E-Grants application is set so applicants only see and complete these forms if they are scheduled to receive ODSVS and ODHS funds.
- h. Form AG is available only to new applicants for the Joint Non-Competitive Funds.
- i. Do not attach or upload documents to the Forms pages that are not requested unless otherwise directed by DOJ CVSSD.

SECTION IV: MONITORING AND REPORTING REQUIREMENTS

A. Grant Monitoring

DOJ CVSSD monitors each grantee receiving ODSVS, VOCA and VAWA funding. ODHS monitors each grantee receiving ODHS funding. The objective of monitoring is to assure that the grantee is: a) providing services as described in this RFA and grant agreements; b) spending grant funds as agreed; c) working towards funding objectives; and d) following appropriate fiscal procedures. Monitoring also includes technical assistance and support for program development. View DOJ CVSSD's grant monitoring policy at [here](#).

B. DEFAULT

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

C. GOALS, OBJECTIVES & COMMON OUTCOME MEASURES

1. GOALS AND OBJECTIVES

All funding sources have the same **goal** which is to increase the safety of victims of domestic violence, dating violence, sexual assault and stalking. The **long-term objective** of service provision supported by these funds is to mitigate the impact of these crimes on victims. The three **short-term objectives** of this goal are that after receiving services from a grantee:

- a. Survivors will be better able to make informed choices about their situation;
- b. Survivors will have new options on how to stay safe; and
- c. Survivors will know more about resources available and how to access them.¹⁴

2. COMMON OUTCOME MEASURES

Applicants must use client feedback forms to measure the objectives. Applicants may develop their own feedback forms as long as the three measures listed above are included.

Applicants are required to report every six months about the responses to the client survey.¹⁵ Surveys must be collected from at least one of three types of client: (1) clients receiving shelter services; (2) clients receiving support group services; and (3) clients receiving non-shelter based advocacy and other services. Applicants are encouraged to collect surveys from all three groups; however only one group is required.

¹⁴ These measures were developed and tested by domestic violence advocates and programs in 2008.

¹⁵ Common outcome measures were previously reported every quarter.

It is important to recognize that individuals in crisis or experiencing trauma may not be able to provide feedback. Thus, applicants must determine which clients are most appropriate to receive the surveys. Applicants must collect responses from at least 10% of the identified clients. The target outcome is for 90% or more of the responses to measure positively.¹⁶

DOJ CVSSD and ODHS reserve the right to adjust or modify the common outcome measures, as well as the procedures and/or forms for collecting the information.

D. PROGRESS REPORTING REQUIREMENTS

Grantees must describe grant funded project activities through quarterly, semi-annual and/or annual progress reports. Progress reports for VOCA, VAWA and ODSVS are submitted through the DOJ CVSSD E-Grants system. Progress reports for ODHS are submitted to ODHS by email.

1. NARRATIVE REPORTS

- a. **DOJ CVSSD.** Narrative reports for VAWA and ODSVS are submitted by July 31 and January 31 of each year. VOCA reports are submitted by October 31 of each year.
- b. **ODHS:** The FVPSA Performance Progress Report, including narratives are submitted by October 31 of each year.

2. PERFORMANCE MEASURE AND STATISTICAL REPORTING

Grantees must submit statistical data to DOJ CVSSD and ODHS for the purpose of measuring performance on grant funded projects and activities. Oregon set a common output measure: **100% of all adult victims who receive shelter for 5 nights or longer will participate in safety planning.** This measure is reported to DOJ CVSSD and ODHS semi-annually on the new statewide domestic violence/sexual assault (DV/SA) services report. For more information about the new statewide [DV/SA services report](#).

- a. **ODSVS and ODHS DVSA Funds.** Grantees must submit the new statewide DV/SA services report by July 31 and January 31 of each year to DOJ CVSSD.
- b. **VAWA.** Grantees must submit a STOP Annual Progress Report (a.k.a. the Muskie report) by January 31 to DOJ CVSSD.
- c. **VOCA.** Grantees must report performance measurement data on a quarterly basis on the Office for Victims of Crime (OVC) Performance Measurement Tool (PMT) [website](#).
- d. **ODHS FVPSA Funds.** Grantees must submit a FVPSA Template performance measure report each year by October 31.

E. FINANCIAL REPORTING REQUIREMENTS

1. **DOJ CVSSD.** Grantees must submit separate quarterly financial reports for each fund received, as found on E-Grants and as described in DOJ CVSSD Grant Agreements for

¹⁶ This is a requirement of the Federal Family Violence Services and Prevention Act.

ODSVS, VOCA, and VAWA. In addition to any specified conditions, grant recipients must adhere to the financial guidelines set forth in the fund-specific DOJ CVSSD Grant Agreement.

2. **ODHS.** As a condition of receiving a ODHS grant, a recipient must adhere to the financial guidelines set forth in the [ODHS grant agreement and financial guide](#). Grantees must submit separate quarterly financial reports for the CFA Domestic Violence and Sexual Assault Funds and FVPSA funds. Grantees must also submit an annual match report for Marriage License Tax funds. Contact the ODHS Fund Coordinator further instruction.

[The complete reporting schedule for all DOJ CVSSD grants](#)

[Reporting forms and instruction for all ODHS grants](#)

SECTION V: INFORMATION SPECIFIC TO OREGON DOMESTIC & SEXUAL VIOLENCE SERVICES FUND (ODSVS) FUNDING

A. AUTHORIZED PURPOSE AREAS AND PRIORITIES

The Attorney General is authorized to distribute ODSVS funding as grants for the 2021-2023 biennium contingent upon funds being appropriated by the legislature and available for distribution.

1. ODSVS FUNDING PURPOSE

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

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

2. ODSVS FUNDING OBJECTIVES and PRIORITIES

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

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

B. ALLOWABLE AND UNALLOWABLE SERVICES AND COSTS

ODSVS funding cannot be used to support child abuse organizations or centers, provide services in response to child abuse or child sexual abuse, or for the exclusive purpose of serving child

abuse victims. Services to children are allowed when linked to services provided to adult victims.

ODSVS funding cannot be used to provide services to perpetrators of domestic violence or sexual assault. Sexual assault services must specifically serve adolescents and adults.

Extended guidance about ODSVS allowable and unallowable costs are available at [DOJ CVSSD's ODSVS website](#).

C. EXPENDITURES, EXTENSIONS, AND UNEXPENDED FUNDS

ODSVS funds may be spent at any time during the award period. Typically, at the end of the award period unexpended ODSVS funds are applied to the next award period as an offset to the first-year payment. However, 2019-2021 ODSVS budget and 'no-budget' funds will be carried forward and added to the 2021-2023 ODSVS grant award budget. Fund coordinators will instruct applicants on how to include unexpended 2019-2021 ODSVS funds in the ODSVS budget for 2021-2023.

SECTION VI: INFORMATION SPECIFIC TO VICTIMS OF CRIME ACT (VOCA) FUNDING

A. PURPOSE

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

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

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

B. PRIORITY AREAS

VOCA requires states to allocate at least 10% of its total award to each crime victim category of sexual assault, domestic violence, child abuse and underserved. An additional 10% of VOCA funds are allocated to general victim services as determined by the DOJ CVSSD Advisory Committee.

An underserved crime victim is a victim of a violent or other traumatic act that is criminal in nature, as defined by state, tribal, military, or federal statute, who does not receive adequate services and support or who lacks understanding of, or access to, statutorily or constitutionally defined legal rights. Victims are considered underserved by the type of crime they have experienced (e.g., victims of elder abuse) or the demographic characteristics of the crime victim (e.g., LGBTQIA2S+ victims) or both (e.g., victims who are members of racial or ethnic minorities). Underserved victims may differ between jurisdiction, but some examples of victim populations often underserved may include but are not limited to non-English speaking residents; persons with disabilities; American Indian/Alaskan Native victims; adults molested as children. Victim services may be available in a community but may not be provided in a culturally responsive manner, may not be accessible, or may be complicated by overlapping or complex jurisdictional issues.

C. DIRECT SERVICES

VOCA funds are to provide direct services to victims of crime. Services to victims of crime are those activities that directly benefit individual crime victims. Services to crime victims include, but are not limited to, crisis intervention services; emergency services that provide temporary

shelter for crime victims; support services that may include follow-up short-term counseling; criminal justice related services; assisting crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with creditors and employers; assisting crime victims with applying for compensation benefits; training for personnel (paid staff and volunteers) who provide direct services to crime victims; printing and distribution of brochures describing services provided to crime victims; and providing opportunities for crime victims to meet with perpetrators, if so requested by the victim.

Please note that VOCA funds cannot be used to raise the public's consciousness or to educate regarding victim issues. Funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims to needed services.

D. ELIGIBILITY REQUIREMENTS

Sub-recipients of VOCA funds must:

1. Demonstrate a documented history of providing effective services to victims of crime;
2. Derive match funds from non-federal funds and must be used for VOCA eligible activities. Match is 25% of the federal amount received and can be in-kind or cash.¹⁷ Exceptions to this project match requirement are federally recognized American Indian or Alaska native tribes, or projects that operate on tribal lands;
3. Show substantial financial support from sources other than the Crime Victims Fund. A sub-recipient has substantial financial support from sources other than the Crime Victims Fund when at least 25% of the program's funding in the year of or the year preceding the award comes from such sources, which may include other federal funding programs;
4. Demonstrate use of volunteers;
5. Promote coordinated public and private efforts to aid crime victims within the community;
6. Assist victims in seeking crime victim compensation benefits;
7. Provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law;
8. Not charge victims for VOCA funded services;
9. Maintain the confidentiality of client-counselor information, as required by state and federal law; and
10. Reasonably protect the confidentiality and privacy of persons receiving services under the project to the extent permitted by law.

In addition to the requirements listed above, all VOCA sub-recipients are expected to:

¹⁷ The Office for Victims of Crime has authorized DOJ CVSSD to approve a blanket match waiver for all subrecipients for FY 2021-2022. This will result in a 50% match waiver for VOCA funds that are included in the 2021-2023 Joint Non-Competitive allocation.

- Comply with all of the federal requirements, including, but not limited to: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements; Standard Assurances; Single Audit Certification Letter; Certification of Compliance with Regulations, Office for Civil Rights, Office of Justice Programs for Sub-grants Issued by the Oregon Department of Justice; and Victims of Crime Act Special Conditions.
- Comply with the [VOCA Grant Management Handbook](#) and with VOCA rules, 28 CFR Part 94: Victims of Crime Act Victim Assistance Program as written in the [Federal Register, Vol. 81, No 131](#), DOJ CVSSD and DHS 2021-2023 Joint Application, as well as any additional eligibility or service criteria as established by DOJ CVSSD.

E. ALLOWABLE AND UNALLOWABLE COSTS

A list of VOCA allowable and unallowable expenses and program service definitions based on the VOCA rules can be found on the CVSSD website: [VOCA Guidance](#). Additional valuable references include: [Office of Justice Programs Financial Guide](#), and the [Uniform Guidance – 2 CFR Part 200](#).

SECTION VII: INFORMATION SPECIFIC TO VIOLENCE AGAINST WOMEN (VAWA) STOP FORMULA GRANT PROGRAM FUNDING

A. PURPOSE

The VAWA STOP Formula Grant Program (STOP Program) seeks to forge lasting partnerships between the criminal justice system and victim advocacy organizations. The emphasis of the STOP Program is on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims in cases involving domestic violence, sexual assault, stalking and dating violence and to hold offenders accountable for their crimes.

DOJ CVSSD applies for STOP Program funds each year. The amount of STOP Program funding available to applicants is based on statutory funding allocations determined by the U.S. Department of Justice, Office on Violence Against Women (OVW). CVSSD distributes the STOP Program funds as required by statute for law enforcement, prosecution, courts and victims' services programs (nonprofit organizations and Tribal Nations). A total of 40% of the annual STOP Program award is included in the 2021-2023 Joint Application for victim service programs.

Category	Percentage of Annual VAWA Award
Victim Service Allocation category	30% of annual award
Discretionary Allocation category	10% of annual award

At least 10% of the 30% allocation for the victim services allocation is designated for culturally specific services. A 20% portion of the total annual award also addresses meaningful access to sexual assault services.

For the purposes of this RFA, the victim service allocation category will support all direct victim services which may include sexual assault or culturally specific services. The victim service allocation category will not support specific services for the benefit of law enforcement, prosecution, or courts. Services supported for these activities must be awarded in the VAWA Competitive process for the law enforcement, prosecution, or courts allocation categories.

B. PRIORITY AREAS

The STOP Program has federal statutory purpose areas and state funding priorities that must align with the applicant's proposed project. Projects must fall within at least one federal statutory purpose area and meet required state funding priorities as listed on Form S. VAWA Services of the E-Grants application.

For purposes of the FY 2021 - 2023 Joint Non-Competitive Application, applicants will select their purpose area(s) on Form S. VAWA Services of the E-Grants application. The majority of

tribal and non-profit/non-governmental victim service programs under this solicitation will select at least one of the following federal statutory purpose areas: 5, 6, 9, 10, 11, 14, 17 and/or 19. All VAWA funded activities that fall under the selected federal statutory purpose areas will be reported in the annual (Muskie) report.

Performance measure data for activities funded by the STOP Program are submitted in the STOP Annual Progress Report. This includes grant and match funded activities.

Refer to the [VAWA Subaward Handbook](#) for guidance. The [FY 2017 – 2020 STOP VAWA Implementation Plan for Oregon](#) includes information on the state funding priorities and activities. Applicants will respond to questions on Form S. VAWA Services that address required state funding priorities listed in the VAWA Implementation Plan.

C. ELIGIBILITY REQUIREMENTS

Applicants must be a non-profit organization or Tribal Nation that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible applicants for the “victim service allocation category” include:

- Non-profit, non-governmental victim service programs (including faith based or other community programs), or victim service programs under Tribal Government or Tribal Nations (as defined in the VAWA Reauthorization Act or that statutorily qualify as eligible applicants under the STOP Program).

D. ALLOWABLE AND UNALLOWABLE COSTS

A list of STOP Program allowable and unallowable expenses based on VAWA Federal Rules and State Guidelines can be found on the STOP VAWA [webpage](#).

Additional valuable references include: the [STOP Formula Grant FAQs](#) (updated October 2017) [VAWA Confidentiality Provision FAQs 2017](#), the state [VAWA Subaward Handbook](#), [Office of Justice Programs Financial Guide](#), and the [Uniform Guidance – 2 CFR Part 200](#).

SECTION VIII: INFORMATION SPECIFIC TO ODHS DOMESTIC VIOLENCE AND SEXUAL ASSAULT FUNDING

A. DOMESTIC VIOLENCE FUNDING

Under ORS 409.292 ODHS has legal authority to may make grants to public or private, non-profit organizations for funding crisis lines, safe home networks and shelters.

B. SEXUAL ASSAULT FUNDING

Under ORS 409.286, ODHS has legal authority to make grants to private, non-profit organizations for funding sexual assault crisis lines and sexual assault crisis centers.

C. REQUIRED SERVICES

Applicants who will receive ODHS funding for domestic and sexual violence services must provide the following services:

1. **Crisis line** as defined in Appendix A. An acceptable 24-hour/seven days a week coverage plan may include part-time, direct forwarding of the crisis line to a partner applicant organization also funded by ODHS. Alternate or back up coverage of a crisis line must be arranged by written agreement between the two parties and receive prior approval from ODHS.
2. **Crisis response** as defined Appendix A. An acceptable 24-hour/seven days a week coverage plan may include part-time crisis response by a partner applicant organization also funded by ODHS. Alternate or back up crisis response coverage must be arranged by written agreement between the two parties and receive prior approval from ODHS.
3. **Non-Shelter services** (for walk-ins and callers) includes advocacy for victims and survivors, safety planning, information and referral and peer support. When appropriate, non-shelter services may also include follow-up advocacy when safe and at request of the survivor, legal advocacy, legal services, outreach and transportation.

D. GENERAL PERFORMANCE STANDARDS

General performance standards include, but are not limited to:

1. Meaningful **access** to services;
2. **Coordination** with other non-profit organizations and Tribal Nations serving survivors of and domestic violence and sexual assault to ensure adequate safety and services;
3. **Community education and training** to promote public and professional awareness about domestic violence and sexual assault and local resources for survivors. This includes prevention and education activities for children and adults, public awareness campaigns, formal and informal training of other professionals, and collaboration with community partners;

4. **Staff, volunteer and leadership training** requirements outlined in this RFA;
5. **No direct payments** to any victims or dependents of victims;
6. **No income eligibility standard** imposed on individuals with respect to eligibility for assistance or services;
7. **No fees** levied for assistance or services;
8. Receipt of supportive services must be **voluntary**. No condition will be applied for the receipt of emergency shelter.¹⁸
9. Provide **match** of 25% for MLT & CFAA/DV funds and match of 20% for FVPSA funds. Match can include in-kind and cash revenue.
10. **LGBTQ accessibility policy** -
 - a. Have in place policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
 - b. Enforce these policies;
 - c. Ensure that all staff are trained on how to prevent and respond to harassment or bullying in all forms, and;
 - d. Have a plan to monitor complaints, address them seriously, and document their corrective action(s).

E. ADDITIONAL DESCRIPTIONS FOR DOMESTIC VIOLENCE PROGRAMS

1. **Emergency shelter** – is offered 24 hour/ 7 days a week for short-term stays of victims and their families. Emergency shelter is subject to capacity, availability, suitability under intake guidelines and available resources. Emergency shelter services must be provided in a shelter facility or safe home, that meets the standards set forth below, or in motels. Emergency housing may be provided for victims in need of longer stays.
2. **Shelter or safe home** – is to operate a shelter facility or safe home, or to rent motel rooms on a temporary basis for use by victims and their families. Shelter facilities or safe homes must meet the following minimum standards:
 - a. Emergency instructions must be posted in English, and the community’s other primary language(s);
 - b. At least one operating telephone;
 - c. Drinking water that meets Department’s Public Health standards;
 - d. All medicines kept in a locked cabinet which can include resident lockers or locked area;
 - e. First aid supplies that are available and accessible;
 - f. Children at the home or facility must be protected from items of potential danger;
 - g. A kitchen and emergency food supplies that are available and represent cultural groups present in the community;

¹⁸ Numbers 5-8 are requirements of FVPSA

- h. Emergency clothing and personal care items that are available and represent cultural groups present in the community;
- i. Maintain appropriate liability insurance and fire insurance for the home or facility;
- j. Comply with the local building, fire, and health codes for existing structures, including applicable ADA requirements; and
- k. Develop, maintain, and implement written intake policies and procedures for the facility or home.

3. Related assistance - includes advocacy, case management services, information and referral services related to family violence, domestic violence, or dating violence intervention and prevention. Related assistance may also include:

- a. Support accessing related Federal and State financial assistance programs;
- b. Legal advocacy to assist victims and their dependents;
- c. Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services;
- d. Help locating and securing safe and affordable permanent housing and homelessness prevention services;
- e. Transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
- f. Parenting and other educational services for victims and their dependents.

4. Children’s services – is the provision of services for children exposed to family violence, domestic violence, and/or dating violence including age-appropriate counseling, and supportive services. This also includes services for non-abusing parents that support the parent’s role as a caregiver and when appropriate, working with the non-abusing parent and child together.

5. Prevention services are allowed including outreach to underserved populations.

F. ADDITIONAL DESCRIPTIONS FOR SEXUAL ASSAULT PROGRAMS

1. Sexual assault lead or specialist is the staff position that will:

- a. Act as a contact to receive sexual assault information and disseminate it within the organization or program through training or presentations and the availability of materials; and
- b. Attend training beyond the Joint Application initial requirements on sexual assault. Training must occur within the last 24 months or, if new, within the first 3 months of the award period (or their hire). Training may be provided by the organization or program, the Oregon Sexual Assault Task Force, the Oregon Coalition Against Domestic and Sexual Violence, or other conference, and documented in the personnel file and on the E-Grants Staff Roster.

Applicants (not necessarily the sexual assault lead position) must actively participate in community coordination efforts around sexual assault (i.e. sexual assault response teams).

2. **Hospital accompaniment** includes responding to the hospital or other medical facilities to provide support and information to a survivor of sexual assault. If the response is requested by the hospital or police, contact must be voluntary on the part of the survivor.

G. STAFF, VOLUNTEER, AND BOARD CERTIFICATION OF UNDERSTANDING AND COMPLIANCE WITH PRACTICE VALUES

All applicants must have each staff member, volunteer, member of the Board of Directors, or designated member of a Tribal Nation read and sign the [Staff, Volunteer, and Board Certification of Understanding and Compliance with Practice Values](#). Signed copies of this form must be kept on file with the organization.

Rather than submitting multiple individual certification forms, applicants must upload one complete and signed [Applicant Certification of Understanding and Compliance with Practice Values Requirements](#). A signed copy of this form must be uploaded to E-Grants on Form AA. ODSVS and ODHS Services.

SECTION IX: SUBMISSION INFORMATION

Applications for Joint Non-Competitive Grant funds must be submitted electronically through the DOJ CVSSD E-Grants system. Applications are only accepted through the DOJ CVSSD E-Grants system. The application is due on:

**Friday, June 11, 2021
by 4:59 p.m., Pacific Standard Time**

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

CHECK THE APPLICATION CAREFULLY BEFORE SUBMISSION.

SECTION X: APPLICATION REVIEW AND AWARD DECISIONS

A. APPLICATION REVIEW PROCESS

Applications for the Joint Non-Competitive Grant funds are funded if they sufficiently meet the eligibility requirements. Applications are reviewed internally by DOJ CVSSD and ODHS staff. DOJ CVSSD and ODHS may seek clarification about or ask for additional information regarding an application. DOJ CVSSD and ODHS may also require changes to an application prior to awarding grant funds. In conjunction with the review of applications, DOJ CVSSD and ODHS staff may review previous applications for DOJ CVSSD and ODHS grant funds, progress and financial reports and information collected from desk reviews and site visits. DOJ CVSSD and ODHS may consult their advisory committees regarding applications with significant concerns.

B. RESERVATIONS OF RIGHTS

DOJ CVSSD and ODHS reserve the right to:

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

C. REVIEW OF DOJ CVSSD AND ODHS AWARD DECISIONS

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

APPENDIX A: GLOSSARY OF TERMS AND SERVICES TO VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, DATING VIOLENCE, STALKING

This glossary defines terms found within this application that are common to the Joint Application. Terms specific to certain federal and state funding are found in the funding specific guidance.

ADVOCATE

An advocate is a trained professional specializing in confidential, trauma-informed services for survivors of domestic violence, sexual assault, stalking and dating violence. An advocate works from a social justice and equity lens, providing a broad range of essential services to survivors and their families. An advocate offers support, information, safety planning, referrals, assistance with protective orders, trauma informed system navigation and accompaniment, including connections to legal, medical and community resources. An advocate provides individualized services to each survivor, matching resources that increase safety, self-efficacy, and reduce the chronic toxic stress and other effects of trauma exposure.”¹⁹

ADVOCACY SERVICES

Advocacy services are designed to promote the safety, self-determination, and well-being of survivors of domestic violence, sexual assault, stalking and dating violence. Advocacy is an empowerment-based approach that works *with* survivors, enhances social supports and increases access to community resources. Advocacy services are survivor-centered, trauma-informed, and based in an understanding of structural oppression and cultures of violence.

CRISIS LINE

A crisis line is an emergency telephone service available 24 hours a day staffed by persons who are adequately trained on domestic violence, sexual assault, dating violence and stalking. An acceptable 24-hour coverage plan may include part-time, direct forwarding of the crisis line to a partner applicant organization.

Those answering crisis phone calls must respond appropriately to disclosures of domestic violence, sexual assault, teen and adult dating violence, and stalking; and offer safety planning, peer support, information, and appropriate referrals. Applicant organizations may have specific phone responders for sexual assault and for domestic violence.

Crisis lines must be accessible to persons through the service area by use of a toll-free number or publicized acceptance of collect calls. Crisis lines must be accessible to persons with limited English proficiency 24 hours a day through use of a Language Bank or Language Line or through

¹⁹ O’Campo P, Kirst M, Tsamis C, Chambers C, Ahmad F (2011, January). Implementing successful intimate partner violence screening programs in health care settings: Evidence generated from a realist-informed systematic review. *Elsevier Journal of Social Science and Medicine*, 73, 855-866.

access to crisis call receivers speaking in the area’s primary non-English language(s) and TTD/TTYs or Relay services.

CRISIS RESPONSE

Crisis response is immediate, in-person response to a survivor requesting support and assistance. Crisis response includes accompanying the survivor to the hospital or Sexual Assault Forensic Exams (SAFE), on-scene calls with law enforcement, or finding shelter for the survivor. Crisis response advocates are trained for immediate in-person crisis response 24 hours a day, seven days a week. Crisis response may be provided directly by the applicant, or by formal agreement with another partner applicant organization.

CULTURAL RESPONSIVENESS

Cultural responsiveness is the ability to learn from and relate respectfully with people from other cultures. Cultural responsiveness is a practice undertaken by an organization of one cultural community to appropriately respond to participants of another cultural community. A culturally responsive organization promotes equity across cultures by recognizing the multiple intersecting identities of survivors and examining how its own practices and policies impact the people it serves. Culturally responsive services are a complement, not a substitute for, culturally specific services.²⁰

CULTURALLY SPECIFIC ORGANIZATIONS AND SERVICES

“Culturally specific organizations” are those whose services are primarily directed toward racial and ethnic minority groups. “Culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.²¹

POPULATION SPECIFIC ORGANIZATIONS AND SERVICES

“Population specific organization” means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population. “Population specific services” means victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of domestic violence, dating violence, sexual assault, or stalking, and that are primarily for and are targeted to a specific underserved population.²²

DATING VIOLENCE

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of

²⁰ http://www.ocadsv.org/sites/default/files/resource_pub/cs-def-feb2015.pdf

²¹ https://justice.oregon.gov/crime-victims/pdf/2018_vawa_comp_definitions_conditions.pdf

²² http://justice.oregon.gov/crime-victims/pdf/2018_vawa_comp_definitions_conditions.pdf

the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.²³

DOMESTIC VIOLENCE

Domestic violence is the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological violence, and emotional abuse. The frequency and severity of domestic violence can vary dramatically; however, the one constant component of domestic violence is one partner's consistent efforts to maintain power and control over the other.^{24, 25}

FOLLOW UP ADVOCACY SERVICES

Follow up advocacy services are those requested by the survivor after the initial contact with an advocate.

INFORMATION AND REFERRAL

Information and referral is a response to requests for information and/or referral regarding community services with the provision of current and appropriate referrals to meet these needs. Referrals shall include available culturally specific services and specialized services for typically underserved populations. Whenever possible, referral information given to the survivor shall include a contact name at the referral agency and specific service information.

LEGAL ADVOCACY

Legal advocacy means civil legal assistance provided by an advocate, not an attorney. Each funding source has its own guidelines for civil legal assistance in matters of housing, family law, public benefits, divorce, child custody and support, dependency, immigration, etc. as related to the victimization and safety of the survivor.

LEGAL SERVICES

Legal services means civil legal assistance provided by an attorney licensed to practice law or certified to appear in court under the supervision of a licensed attorney. Each funding source has its own guidelines for civil legal assistance in matters of housing, family law, public benefits, divorce, child custody and support, dependency, immigration, etc. as related to the victimization and safety of the survivor.

OUTREACH

Outreach is a set of activities including community engagement, collaborative projects, speaking engagements, public service ads, printed materials and web sites designed to reach potential users of services.

²³ <http://www.justice.gov/ovv/dating-violence>

²⁴ <http://ncadv.org/learn-more>

²⁵ <http://www.oregonlaws.org/ors/135.230>

PEER SUPPORT

Peer support means interactions, either through phone contact, peer-to-peer individual meetings, and/or group sessions, that validate the experiences of survivors and do not blame them, explore their options, build on strengths and respect their right to make their own decisions.

PRIMARY PREVENTION

Prevention addresses the root causes of violence and promotes healthy and equitable beliefs, attitudes, and behaviors.²⁶ Prevention strategies include teaching safe and healthy relationship skills; engaging influential adults and peers; disrupting the developmental pathways toward violence; creating protective environments; strengthening economic supports for families; and supporting survivors to increase safety and lessen harms.²⁷ Prevention activities are allowed only with ODSVS and ODHS funds in the Joint Application.

QUALIFIED VICTIM SERVICES PROGRAM

A nongovernmental, nonprofit, community-based program receiving moneys administered by the state Department of Human Services or the Oregon or United States Department of Justice, or a program administered by a tribal government, whose primary purpose is to offer safety planning, counseling, support or advocacy services to victims of domestic violence, sexual assault, stalking or dating violence.²⁸

SAFETY PLANNING

Any formal or informal, written or oral, conversation or process with a survivor through which an advocate works with the survivor to identify and address risks, barriers or concerns regarding the survivor's ability to be safe from domestic violence, sexual assault, dating violence and/or stalking. Safety planning is offered as a direct service, over a crisis line, in shelter, and in conjunction with other services.²⁹

SEXUAL ASSAULT

Sexual assault is any type of unwanted or nonconsensual sexual activity or contact. A sexual act is non-consensual in the absence of ongoing affirmative consent, freely given without coercion. Sexual assault can include rape, attempted rape, sexual coercion, voyeurism, exhibitionism, sexual harassment or threats, forcing someone to pose for sexual pictures, sending unwanted texts or "sexts", etc.^{30, 31}

SHELTERING SERVICES

²⁶ <http://oregonsatf.org/programs/prevention/preventing-sexual-violence-in-oregon-framework/>

²⁷ <http://www.cdc.gov/violenceprevention/pdf/ipv-technicalpackages.pdf>;
<http://www.cdc.gov/violenceprevention/index.html>

²⁸ <http://www.oregonlaws.org/ors/40.264>

²⁹ <http://dx.doi.org/10.4135/9781452232034>; <http://www.thehotline.org/help/path-to-safety/>;

³⁰ <http://www.womenshealth.gov/relationships-and-safety/sexual-assault-and-rape/sexual-assault>

³¹ <http://oregonsatf.org/wp-content/uploads/2016/12/Intersections-of-Oppression-and-SV-Paper-FINAL-1.pdf>

Sheltering services include temporary and transitional housing for survivors and their family members subject to capacity, availability, and suitability of available resources. Sheltering services may be provided in shelter facilities, safe houses, through motel stays, rapid re-housing, housing stabilization, etc.³²

STALKING

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.³³

TRANSPORTATION

Transportation assistance is available to help survivors find safety and access services. Transportation can be provided directly by staff and volunteers or by paying for a survivor's gas, bus tickets or taxi fare.

³² http://www.ocadsv.org/sites/default/files/resource_pub/OCADSV_Housing_Final_2017.pdf

³³ <http://www.justice.gov/ovw/stalking#stalking>

APPENDIX B: ELIGIBLE APPLICANTS FOR JOINT NON-COMPETITIVE GRANT FUNDS

Organization or Program	Main Location
Bradley-Angle House	Multnomah
Call for Safety	Multnomah
Canyon Crisis Center	Marion
Center Against Rape & Domestic Violence (CARDV)	Benton
Center for Hope and Safety	Marion
Clackamas Women's Services	Clackamas
Community Works	Jackson
Domestic Violence Resource Center, Inc.	Washington
Domestic Violence Services	Umatilla
Ecumenical Ministries of Oregon (ROSS)	Multnomah
El Programa Hispano Catalico	Multnomah
Harney HOPE	Harney
HAVEN from Domestic Violence	Wasco
Heart of Grant County	Grant
Helping Hands	Hood River
Henderson House Family Crisis Shelter & Services	Yamhill
Illinois Valley Safe House Association	Josephine
Immigrant & Refugee Community Organization	Multnomah
Impact NW	Multnomah
Klamath Crisis Center	Klamath
Lake County Crisis Center	Lake
Legal Aid Services of Oregon	Multnomah
MayDay, Inc.	Baker
My Sister's Place	Lincoln
Native American Family & Youth Association	Multnomah
New Beginnings Intervention Center	Lake
OASIS	Curry
Oregon Law Center - Coos	Coos
Oregon Law Center - Lane	Lane
Peace at Home	Douglas
Project DOVE	Malheur
Raphael House of Portland	Multnomah
SABLE House	Polk
Safe Harbors	Wallowa
SAFE of Columbia County	Columbia
Saving Grace	Deschutes
Self Enhancement, Inc.	Multnomah
Sexual Assault Resource Center	Washington

Organization or Program	Main Location
Sexual Assault Support Services	Lane
Shelter from the Storm	Union
Siuslaw Area Women's Center (Siuslaw Outreach Services)	Lane
The Harbor	Clatsop
The Salvation Army	Multnomah
Tides of Change	Tillamook
Volunteers of America Home Free	Multnomah
Women's Crisis Support Team	Josephine
Women's Safety & Resource Center	Coos
Womenspace	Lane
YWCA	Multnomah

Tribal Nation	County Service Area
Burns Paiute Tribe Victim Service Program	Harney
Confederated Tribes of Coos, Lower Umpqua & Siuslaw, Circles of Healing Victim Service Program	Coos, Curry Douglas, Lane, Lincoln
Confederated Tribes of Grand Ronde, Warriors of Hope Program	Lincoln, Linn, Lane, Tillamook, Benton, Yamhill, Polk, Marion, Multnomah, Clackamas, and Washington
Confederated Tribes of Siletz Indians, CARE Program	Lincoln, Linn, Lane, Tillamook, Benton, Yamhill, Polk, Marion, Multnomah, Clackamas, and Washington
Confederated Tribes of the Umatilla Indian Reservation, Family Violence Program	Umatilla
Confederated Tribes of the Warm Springs, Victims of Crime (VOCS) Program	Jefferson, Wasco
Coquille Indian Tribe	Coos, Curry, Lane, Jackson, Douglas
Cow Creek Band of Umpqua Tribe of Indians, Victim Assistance Program and Domestic Violence/Sexual Assault Program	Douglas, Jackson, Josephine, Coos, Deschutes, Lane, and Klamath
The Klamath Tribes, Healing Winds Program	Klamath