

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



**2021 - 2023 CHILDREN'S ADVOCACY CENTER FUND  
STATE GRANT  
NON-COMPETITIVE REQUEST FOR APPLICATIONS (RFA)**

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Oregon Department of Justice  
Crime Victim and Survivor Services Division  
1162 Court Street NE  
Salem, OR 97301-4096**

## GRANT OPPORTUNITY SUMMARY

|                                |  |
|--------------------------------|--|
| <b>Opportunity Type:</b>       | Non-Competitive  |
| <b>RFA Release Date:</b>       | January 18, 2022   |
| <b>Application Initiation:</b> | All applicants must initiate an application by January 31, 2022.   |
| <b>Application Deadline:</b>   | All applications are due by 11:59 p.m. PDT on February 15, 2022.   |
| <b>Award Period:</b>           | July 1, 2021 - June 30, 2023   |
| <b>Available Funding:</b>      | \$6,000,000  |
| <b>Matching Requirement:</b>   | None   |
| <b>Teleconference Calls:</b>   | January 20th and 25th.   |
| <b>Purpose:</b>                | The purpose of Children's Advocacy Center Fund is to help Children's Advocacy Centers maintain and expand the critical services they provide to children referred due to concerns of abuse and the non-offending family members of those children.   |
| <b>Eligibility:</b>            | All applicants must be one of Oregon's children's advocacy centers currently designated by one or more Oregon or federally recognized tribal nation's Child Abuse MDT(s) in Oregon to provide medical assessment services to children referred for concerns of abuse. The list of those eligible can be found in Appendix A. |

## **TABLE OF CONTENTS**

|   |           |
|---|-----------|
| <b>RESOURCES FOR THIS APPLICATION .....</b>                             | <b>3</b>  |
| <b>AMENDMENTS TO THIS APPLICATION .....</b>                             | <b>3</b>  |
| <b>APPLICATION TELECONFERENCE SCHEDULE .....</b>                        | <b>3</b>  |
| <b>TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS .....</b>          | <b>4</b>  |
| <b>STAFF CONTACT INFORMATION.....</b>                                   | <b>4</b>  |
| <b>SECTION I: APPLICATION OVERVIEW .....</b>                            | <b>5</b>  |
| A. INTRODUCTION.....  | 5         |
| B. ELIGIBILITY .....  | 5         |
| C. COMMON REQUIREMENTS .....  | 5         |
| <b>SECTION II: ALLOCATIONS AND GRANT AWARDS .....</b>                   | <b>7</b>  |
| A. ALLOCATION OF FUNDS.....   | 7         |
| 1. <i>ALLOCATION CALCULATION</i> .....                                  | 7         |
| 2. <i>ALLOCATION PLACEHOLDERS AND FINAL ALLOCATIONS</i> .....           | 7         |
| 3. <i>MID-GRANT ALLOCATION ADJUSTMENTS</i> .....                        | 7         |
| B. PAYMENT OF AWARDS .....  | 7         |
| C. UNEXPENDED FUNDS AND DEOBLIGATION OF FUNDS.....                      | 8         |
| <b>SECTION III: GENERAL INSTRUCTIONS .....</b>                          | <b>9</b>  |
| <b>SECTION IV: USE OF FUNDS .....</b>                                   | <b>10</b> |
| A. PURPOSE .....  | 10        |
| B. ALLOWABLE AND UNALLOWABLE SERVICES AND COSTS .....                   | 10        |
| 1. <i>ALLOWABLE COSTS</i> .....   | 10        |
| 2. <i>UNALLOWABLE COSTS</i> .....                                       | 10        |
| <b>SECTION V: SUBMISSION INFORMATION .....</b>                          | <b>11</b> |
| <b>SECTION VI: APPLICATION REVIEW AND AWARD DECISIONS .....</b>         | <b>12</b> |
| A. APPLICATION REVIEW PROCESS .....                                     | 12        |
| B. AWARD CONDITIONS .....   | 12        |
| C. RESERVATIONS OF RIGHTS .....   | 12        |
| D. REVIEW OF DOJ CVSSD AWARD DECISIONS .....                            | 12        |
| <b>SECTION VII: MONITORING AND REPORTING REQUIREMENTS .....</b>         | <b>13</b> |
| A. GRANT MONITORING.....  | 13        |
| B. DEFAULT .....  | 13        |
| C. REPORTING REQUIREMENTS.....  | 13        |
| 1. <i>Progress Reports</i> .....  | 13        |
| 2. <i>Financial Reports</i> .....                                       | 15        |
| 3. <i>Reporting Schedule</i> .....                                      | 15        |
| <b>APPENDIX A: ALLOCATIONS FOR CHILDREN’S ADVOCACY CENTER FUND.....</b> | <b>16</b> |

## **RESOURCES FOR THIS APPLICATION**

Throughout this document, the Oregon Department of Justice, Crime Victim and Survivor Services Division is referred to as DOJ CVSSD. The 2021-2023 Children's Advocacy Center Fund Non-Competitive Request for Applications is referred to as the 'RFA'.

The **Form Instructions** provide guidance for each question in the application. The Form Instructions can be found in the first section of the Forms Menu in the E-Grants Application.

The **CVSSD E-Grant Applicant User Guide** answers questions about navigating the system. The Guide can be found in CVSSD E-Grants at the welcome screen under "My Training Materials" and at <https://www.doj.state.or.us/crime-victims/for-grantees/cvssd-e-grants-information/>.

CVSSD has recorded an **Introduction to CVSSD E-Grants Webinar** which covers how to initiate, complete, and submit applications and reports and walks through the basics of navigating the system. Contact a CVSSD Fund Coordinator to access this training webinar.

## **AMENDMENTS TO THIS APPLICATION**

DOJ CVSSD may amend the RFA. Any amendment(s) or clarifications made to the RFA will be posted in the DOJ CVSSD E-Grants system, on the Forms Menu immediately below the RFA.

## **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   |
|------------------------------|------------------------------------|--|
| Thursday<br>January 20, 2022 | 1:00 pm – 2:30 pm<br>Pacific Time  | Zoom Link:<br><a href="https://www.zoomgov.com/j/16082423076?pwd=MIB0RnZXSGhZK1d0a1VaSUhpWWIPZz09">https://www.zoomgov.com/j/16082423076?pwd=MIB0RnZXSGhZK1d0a1VaSUhpWWIPZz09</a><br>Phone Number: 1 669-254-5252<br>Meeting ID: 160 8242 3076<br>Passcode: 813374 |
| Tuesday<br>January 25, 2022  | 9:00 am – 10:30 am<br>Pacific Time | Zoom Link:<br><a href="https://www.zoomgov.com/j/16082423076?pwd=MIB0RnZXSGhZK1d0a1VaSUhpWWIPZz09">https://www.zoomgov.com/j/16082423076?pwd=MIB0RnZXSGhZK1d0a1VaSUhpWWIPZz09</a><br>Phone Number: 1 669-254-5252<br>Meeting ID: 160 8242 3076<br>Password: 813374 |

## **TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS**

| <b>Date</b>                       | <b>Activity</b>                                 |
|-----------------------------------|---|
| January 18, 2022                  | Request for Applications Released               |
| January 31, 2022                  | Application Initiation Deadline                 |
| <b>Tuesday, February 15, 2022</b> | <b>Applications DUE at 11:59 pm PST</b>         |
| February 15-25, 2022              | Application Review & Requests for Modifications |
| July 1, 2021                      | Award Period Begins                             |

## **STAFF CONTACT INFORMATION**

| <b>Fund Coordinators</b>           | <b>Phone</b>   | <b>E-mail</b>  |
|------------------------------------|----------------|--|
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| <b>Grant Specialists</b>           | <b>Phone</b>   | <b>E-mail</b>  |
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## **SECTION I: APPLICATION OVERVIEW**

### **A. INTRODUCTION**

In 2021, The Oregon Legislature authorized DOJ CVSSD to distribute six million dollars in state General Funds to support Children's Advocacy Centers which provide forensic interviews, medical examinations, treatment, mental health treatment, and referral and/or coordination of other related services. These funds, referred to as the Children's Advocacy Center Fund, are offered to the Children's Advocacy Centers currently designated by one or more county or Tribal child abuse MDT.

The purpose of Children's Advocacy Center Fund is to help Children's Advocacy Centers maintain and expand the critical services they provide to children referred due to concerns of abuse and the non-offending family members of those children. Grantees will use funds to maintain and expand these services.

This application is for a two year grant cycle (July 2021 through June 2023). Applicants are encouraged to read this entire RFA and the Form Instructions prior to completing the application forms in the DOJ CVSSD E-Grants system.

### **B. ELIGIBILITY**

To be eligible for a Children's Advocacy Center Fund award, an applicant must be:

- a non-profit organization<sup>1</sup> or
- a children's advocacy center program run by a county government or federally recognized tribal nation in Oregon

which is:

- designated by one or more county or tribal child abuse MDT
- to provide child abuse assessments for children due to a concern that the child may have been abused

The applicant's primary purpose must be to serve children referred due to concerns of abuse by providing forensic interviews, medical examinations, treatment, mental health treatment, and referral and/or coordination of other related services.

### **C. COMMON REQUIREMENTS**

All eligible applicants must meet certain CVSSD requirements as a condition of receiving a Children's Advocacy Center Fund award.

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<sup>1</sup> 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.

Applicants must:

- Comply with DOJ CVSSD administrative and financial requirements
- Comply with state requirements as outlined in the grant award agreement
- Provide meaningful access to services
- Follow best practices related to child abuse intervention
- Provide services at no cost to the child or non-offending family member<sup>2</sup>
- Provide effective direct services as measured by the Common Outcome Measures<sup>3</sup>
- Comply with all training requirements for staff, volunteers, and Board members
- Participate in community coordination and planning

Meaningful access to services for all survivors is a core value of CVSSD. All applicants must:

- a. Provide services in a way that is responsive to the child or non-offending family member's status and identity;
- b. Directly link the child or non-offending family member whose needs may be beyond their expertise to an appropriate partner program/organization when one exists and is available;
  - i. Culturally specific or Tribal programs/organizations may directly link the child or non-offending family members 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 the child or non-offending family members who need culturally specific or Tribal services to an appropriate partner when one exists and is available;
- c. Provide services that are culturally competent and responsive and that recognize the multiple intersecting identities of the child or non-offending family member;

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<sup>2</sup> Third party reimbursement (e.g. insurance) is allowed.

<sup>3</sup> See page 43 of the [VOCA Subaward Handbook](#) for more information

## **SECTION II: ALLOCATIONS AND GRANT AWARDS**

### **A. ALLOCATION OF FUNDS**

DOJ CVSSD will allocate Children's Advocacy Center Fund monies based on a formula similar to the CAMI MDT formula. After review by the DOJ CAMI Advisory Council, funds will be distributed based on demonstrated need of each individual center. All final decisions regarding implementation of the formula, setting allocations, and making grant awards are made at the sole discretion of DOJ CVSSD.

#### **1. ALLOCATION CALCULATION**

Each eligible applicant receives a single \$80,000 per year base. Each applicant will receive an additional amount determined by the population of the county/counties served by the CAC.

#### **2. ALLOCATION PLACEHOLDERS AND FINAL ALLOCATIONS**

The total available amount for which each eligible organization may apply can be found in Appendix A. The amounts listed in Appendix A are temporary 'placeholder' allocation amounts based on all eligible organizations requesting their full available allocation. Any organization may elect not to apply for all or a portion of their full allocation. If any organization elects not to apply for all or a portion of their full allocation, CVSSD will reallocate those unclaimed funds. Applicants will be advised of any revisions that are required to the application and/or award documents as a result.

#### **3. MID-GRANT ALLOCATION ADJUSTMENTS**

Children's Advocacy Center Funds are one time funds, but it is hoped that the use of these funds can demonstrate the need for, and potential impact of, ongoing funding specifically directed to Children's Advocacy Centers. As such, grantees should work to expend funds as outlined in the grant application and by June 30, 2023. Grantees are encouraged to monitor their expenditures closely and talk with their fund coordinator if they anticipate a need to adjust their budget to fully expend their grant award timely. Any grantee unable to spend funds on pace with the budget submitted to DOJ CVSSD may have their award reduced so that DOJ CVSSD can ensure that all awarded funds are used. Any award adjustment will happen in discussion with the grantee, but ultimately at the sole discretion of DOJ CVSSD. All grantees will receive at least 30 day notice of any changes to their award amount.

### **B. PAYMENT OF AWARDS**

All payments are contingent on funds being available for distribution. Funds will be paid prospectively on an annual basis. The first payment will be when Grantee's Children's Advocacy Center Fund Application is in Grant Awarded status in CVSSD E-Grants. The second payment will be made upon approval of the financial report for the quarter ending June 30, 2022. Payments



will be conditional on the grantee expending a significant portion of the prior payment(s) as shown through financial reporting and in alignment with the approved grant budget.

#### C. UNEXPENDED FUNDS AND DEOBLIGATION OF FUNDS

Unexpended funds in Year One of the award period are available to spend in Year Two. Grantees should plan to expend all funds by the end of year two.

### **SECTION III: GENERAL INSTRUCTIONS**

The following instructions are intended to guide the applicant in completing the application in CVSSD E-Grants.

1. Applicants already 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.
2. Applications must be completed and submitted entirely through the CVSSD E-Grants system. All forms must be complete with no error messages before submitting the application. Remember to click "SAVE" frequently. 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 Application and the E-Grants system.
3. Applicants must change the status of the application to "Application Submitted" when all forms are complete and all errors are corrected. For assistance with how to submit your application see the CVSSD E-Grants Applicant User Guide.
4. **The application is due on Tuesday, February 15, 2022 by 11:59 p.m., Pacific Standard Time. Late applications will not be accepted.**
5. Technical assistance regarding DOJ CVSSD E-Grants is available:
  - a. Form Instructions are included in the first section of the navigation panel of the application.
  - b. The DOJ CVSSD E-Grant 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; and
  - 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](mailto:azhelpdesk@agatesoftware.com).
6. All required documents for this application are found in DOJ CVSSD E-Grants.
  - a. The DOJ CVSSD E-Grants system allows applicants to check the status of each form and when it was first created and last modified. 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, E, and I. All other forms are only required to be completed if they are applicable to the applicant's project.
7. Do not attach or upload documents to the forms that are not required unless otherwise directed by DOJ CVSSD.
8. By submitting this application, the applicant agrees to comply with all DOJ CVSSD requirements for funding.

## **SECTION IV: USE OF FUNDS**

### **A. PURPOSE**

The purpose of the Children's Advocacy Center Fund is to help Children's Advocacy Centers maintain and expand the critical services they provide to children referred due to concerns of abuse and the non-offending family members of those children.

### **B. ALLOWABLE AND UNALLOWABLE SERVICES AND COSTS**

#### **1. ALLOWABLE COSTS**

Children's Advocacy Center Fund costs must be directly related to maintaining or expanding Children's Advocacy Center services: forensic interviews, medical examinations, treatment, mental health treatment, and referral and/or coordination of other related services.

Some ways funds may be used are as follows:

- FTE including medical professionals, forensic interviewers, mental health professionals and support/administrative staff.
- Space for providing services including rent, mortgage, utilities, and changes/improvements to space including improved access.
- Equipment including medical, forensic interviewing, or general office equipment.  
Examples: durable medical equipment (Cortexflo), tracking equipment (NCAtrak), forensic interview equipment (iRecord).
- Contracts to provide or support CAC services.
- Telehealth services.
- Joint projects that improve access to services or expand services.

Please contact your Fund Coordinator with any questions around the allowability of specific costs.

#### **2. UNALLOWABLE COSTS**

Children's Advocacy Center Fund may not be used to support fundraising or lobbying.

## **SECTION V: SUBMISSION INFORMATION**

**Applications must be submitted electronically through the DOJ CVSSD E-Grants system.**  
The application is due on:

**Tuesday, February 15, 2022**  
**By 11:59 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 VI: APPLICATION REVIEW AND AWARD DECISIONS**

### **A. APPLICATION REVIEW PROCESS**

This Request for Applications is non-competitive. The DOJ CAMI Advisory Council will review applications. Applications must explain the specific needs of the Children's Advocacy Center that will be addressed with this funding. The proposed budget must be responsive to the identified needs. Applications will be approved if they sufficiently meet the eligibility requirements, the needs are adequately described, and the budget is reasonable as it relates to the purpose of the funding, i.e. to maintain or expand Children's Advocacy Center services. DOJ CVSSD may seek clarification from applicants regarding the application, may ask for additional information about the application, and may request modifications to the application.

### **B. 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 has the authority to withdraw the award and reallocate the funds. Reports for all existing grants with DOJ CVSSD must be complete before an 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 the applicant and by the DOJ CVSSD designee.

All DOJ CVSSD grant agreements include requirements that must be satisfied by both parties to the agreement. DOJ CVSSD may also include special conditions in grant awards. 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.

### **C. RESERVATIONS OF RIGHTS**

DOJ CVSSD reserves the right to:

1. Seek clarifications about an application, and/or to award a grant without further discussion of the application 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. Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this RFA.

### **D. REVIEW OF DOJ CVSSD AWARD DECISIONS**

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

## **SECTION VII: MONITORING AND REPORTING REQUIREMENTS**

### **A. GRANT MONITORING**

DOJ CVSSD monitors each grantee receiving 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 <https://www.doj.state.or.us/crime-victims/for-grantees/grant-guidance-documents/>.

### **B. DEFAULT**

All DOJ CVSSD grant agreements provide that grantees who fail to meet any of the reporting requirements (financial, narrative, and/or statistical) shall be considered to be 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 on time.

### **C. REPORTING REQUIREMENTS**

Grantees will report semi-annually on the progress of their projects. Progress reports will be submitted through the DOJ CVSSD E-Grants system and will include statistical reports, and either performance measures (logic model) or narrative reports or both.

#### **1. Progress Reports**

##### *Statistical Reporting*

Grantees will report semi-annually on the total children served by the CAC.

##### *Performance Measures (Logic Model) Reporting*

Grantee will report semi-annually on their performance measure(s). CVSSD has developed a goal and objective based on the purpose of the funding. Grantees who elect to use the logic model will develop at least one activity, output, and outcome related to the model goal and objective on which they will track/measure and report their progress.

Goal: Ensure equitable services across the state for every child who may have been abused.

Objective: Maintain or expand the critical CAC services provided to children referred due to concerns of abuse and the non-offending family members of those children.

(Example Next Page)

**Example logic model activities, outputs, and outcomes**

|                                 | <b>Activity</b>  | <b>Output</b>  | <b>Outcome</b>   |
|---------------------------------|--|--|--|
| <b>Example #1<br/>Equipment</b> | Purchase a second Cortexflo for our second exam room/second medical provider to use.   | Number of children served.   | Improved ability to accommodate multiple children at the same time.  |
| <b>Example #2<br/>Staff</b>     | Increase salary to hire .5 FTE medical provider position vacant and advertised since January 2020.                               | Wait times reduced for an appointment from 7 days to 5 days.   | Improved MDT response and family experience.   |
| <b>Example #3<br/>Contract</b>  | Contract with an Interpreter or Interpretation service.  | Number of children and non-offending family members served by the interpreter or interpretation service. | 100% of the children and non-offending family members who are non-English speaking will be provided with an interpreter. |
| <b>Example #4<br/>Staff</b>     | Increase salary to hire .5 FTE bilingual Family Support Services Advocate for position vacant and advertised since January 2020. | Service duration increased from 30 minutes to 45 minutes.  | More responsive comprehensive and equitable services provided to Spanish speaking families.                              |

### *Narrative Reporting*

Grantees will provide a narrative description of the impact of the funds.

#### **Sample narrative response:**

The funds were used to hire a forensic interviewer and a family support specialist. With these two hires, we were able to reduce the wait time for interviews from 4 weeks to 3 weeks. The family support specialist can now spend an additional 30 minutes with the non-offending family member, explaining the process, answering questions and providing additional support and resources. These are services we have not been able to provide in the last two years. Families have reported increased satisfaction with their experience at our CAC and feel supported during the most challenging time in their life. Additionally, community partners have noted the quicker scheduling and have expressed that it has enhanced the overall MDT response.

## 2. Financial Reports

Grantees must submit quarterly financial reports as found in E-Grants and as described in the grant agreement. In addition to any specified conditions, grant recipients must adhere to the financial guidelines set forth in the Grant Agreement.

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## 3. Reporting Schedule

| <b>Semi-Annual Narrative and Statistical Reports Due Dates:</b>  | <b>Financial Reports Due Dates:</b>  |
|--|--|
| April 30, 2022 (reporting for 7/1/21-3/31/22)<br>July 20, 2022 (reporting for 4/1/22-6/30/22)<br>January 31, 2023<br>July 20, 2023 | April 30, 2022 (reporting for 7/1/21-3/31/22)<br>July 20, 2022<br>October 31, 2022<br>January 31, 2023<br>April 30, 2023<br>July 20, 2023: final |

The complete reporting schedule for all DOJ CVSSD grants is available at <https://www.doj.state.or.us/crime-victims/for-grantees/important-grant-reporting-dates/>



## **APPENDIX A: ALLOCATIONS FOR CHILDREN’S ADVOCACY CENTER FUND**

| CENTER                      | ALLOCATION    |
|-----------------------------|---------------|
| ABC HOUSE                   | \$ 266,175.00 |
| AMANI CENTER                | \$ 186,299.00 |
| BAKER CAC                   | \$ 167,684.00 |
| KIDS HOPE CENTER            | \$ 189,095.00 |
| CARES NORTHWEST             | \$ 892,513.00 |
| CHILDREN'S CENTER           | \$ 376,883.00 |
| SAFESPACE CAC OF THE GORGE  | \$ 190,402.00 |
| DOUGLAS CARES               | \$ 210,242.00 |
| GUARDIAN CARE CENTER        | \$ 210,618.00 |
| HELPING HEARTS              | \$ 163,487.00 |
| CAC OF JACKSON COUNTY       | \$ 269,033.00 |
| JULIETTE'S HOUSE            | \$ 233,115.00 |
| JOSEPHINE CAC               | \$ 198,727.00 |
| KIDS CENTER                 | \$ 292,219.00 |
| KIDS FIRST                  | \$ 322,993.00 |
| KLAMATH-LAKE CARES          | \$ 195,724.00 |
| LIBERTY HOUSE               | \$ 410,242.00 |
| LIGHTHOUSE                  | \$ 178,770.00 |
| LINCOLN CAC                 | \$ 178,927.00 |
| MT. EMILY                   | \$ 185,269.00 |
| SNWIYAILA MIYANASHNA        | \$ 162,675.00 |
| STAR CENTER                 | \$ 178,588.00 |
| TILLAMOOK FAMILY COUNSELING | \$ 172,856.00 |
| WALLY'S HOUSE               | \$ 167,464.00 |