

# OREGON DEPARTMENT OF JUSTICE

## 2023 - 2025 CAMI MDT

### NONCOMPETITIVE PROGRAM GRANT

## REQUEST FOR APPLICATIONS



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

**APPLICATION DUE DATE:** April 10, 2023, 4:59 P.M. PST

**AWARD PERIOD:** July 1, 2023-June 30, 2025

## GRANT OPPORTUNITY SUMMARY

**Opportunity Type:** Non-Competitive

**Release Date:** February 17, 2023

**Due Date:** April 10, 2023 at 4:59 P.M. PST

**Award Period:** July 1, 2023 – June 30, 2025

**Matching Requirement:** None

**Eligibility:** This Request for Applications (RFA) is to solicit applications from county Child Abuse Multidisciplinary Intervention Teams (MDTs), through the agency or organization designated to apply on behalf of the MDT (typically the District Attorney's Office or the Children's Advocacy Center serving the county). Only one grant will be awarded per county.

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## **GRANT APPLICATION RESOURCES**

### **Request for Applications**

This request for applications (RFA) is available in PDF format on the Oregon Department of Justice Crime Victim and Survivor Services Division (CVSSD) E-Grants system at:

<https://www.cvssdegrants.com> and on the CVSSD website at: <https://www.doj.state.or.us/crime-victims/grant-funds-programs/child-abuse-multidisciplinary-intervention-cami-fund> (please copy and paste this address into your browser's search bar).

### **Application Instructions ("Show Help")**

Instructions on how to complete this application can be found in EGrants.

### **CVSSD E-Grants Applicant User Guide**

The CVSSD E-Grant Applicant User Guide is the primary resource for information about E-Grants. The Guide can be found in E-Grants under "My Training Materials," or at:

[https://www.doj.state.or.us/wp-content/uploads/2022/08/E-Grants\\_Applicant\\_User\\_Guide.pdf](https://www.doj.state.or.us/wp-content/uploads/2022/08/E-Grants_Applicant_User_Guide.pdf)

### **E-Grants Training**

If you are new to E-Grants, please visit <https://www.doj.state.or.us/crime-victims/for-grantees/cvssd-e-grants-information/> on the CVSSD web site and view the recorded E-Grants Webinar.

### **CAMI MDT Grant Management Handbook**

The CAMI MDT Grant Management Handbook is available:

- as a PDF file in the Forms Menu under this application in E-Grants;
- as a PDF file on the CVSSD website at:

[http://www.doj.state.or.us/victims/pdf/cami\\_grant\\_management\\_handbook.pdf](http://www.doj.state.or.us/victims/pdf/cami_grant_management_handbook.pdf)

### **Logic Models**

A variety of tools to help with development of logic models are available on the internet. Following are recommended resources:

- <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>
- <https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>

### **Best Practices for MDTs and CACs**

The National Children's Alliance Standards for Accredited Members includes minimum standards of practice for MDTs, including forensic interviews, medical examinations, and victim advocacy. The CAMI Program urges MDTs to review these standards and ensure that to the greatest extent possible, the MDT and the County meet or exceed these standards.

<https://www.nationalchildrensalliance.org/wp-content/uploads/2021/10/2023-RedBook-v5B-t-Final-Web.pdf>

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### Contact Information for this application.

Questions regarding this RFA should be directed to Robin Reimer, CAMI Fund Coordinator.

Fund Coordinator	Phone	E-mail
Robin Reimer	503-507-4990	Robin.E.Reimer@doj.state.or.us
Grant Unit Manager	Phone	E-mail
Kim Larson	503-378-5178	Kim.Kennedy@doj.state.or.us
Grant Specialist	Phone	E-mail
Amanda VanTil	503-378-6870	Amanda.L.VanTil@doj.state.or.us

### Grant Application Amendments

CVSSD may amend this 2023-2025 CAMI MDT Grant Application by posting amendments on the CVSSD E-Grants System. If amended, CVSSD will issue an update that will be added to the Forms Menu in the E-Grants system. Applicant is responsible for all information in E-Grants. CVSSD accepts no responsibility for applicant missing information contained in the CVSSD E-Grants system.

### Requests for Clarification

Any Applicant requiring clarification of a provision of this application may email a request for clarification to Robin Reimer. To be considered, the request must be received no later than **5:00 P.M. on March 13, 2023**. CVSSD will promptly respond to each properly submitted request for clarification. At its sole discretion, CVSSD may or may not respond to official requests for clarification received after that date.

### Informal Requests

CVSSD may informally respond to applicants' questions. However, informal responses do not affect the 2023-2025 CAMI MDT application requirements. Application requirements are changed only by formal amendment(s) issued by CVSSD and posted on the CVSSD E-Grants System.

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## Timetable for Application, Review, and Awards

DATE	ACTIVITY
February 17, 2023	CAMI MDT Grant Application released
March 13, 2023 5 PM PST	CAMI MDT Application amendments/clarifications inquiries due
<b>April 10, 2023 4:59 PM PST</b>	<b>Application DUE through CVSSD E-Grants</b>
April-May 2023	Application Review and Modification
June 2023	Award notification and grant execution
July 1, 2023	2023-2025 CAMI MDT grant period begins

## Grant Applicants' Teleconferences

It is strongly recommended that you attend a teleconference. A recorded version of the teleconference will be available for you to review at your convenience. No registration is necessary. The teleconference will review the application and highlight some essential requirements of the grant and changes in the application.

Date	Time	Link
Wednesday, March 1, 2023	11:00 AM-1:00 PM	<p>Join link:  <a href="https://oregondoj.webex.com/oregondoj/j.php?MTID=m1fca5520f2bc15ce0060491765c212e8">https://oregondoj.webex.com/oregondoj/j.php?MTID=m1fca5520f2bc15ce0060491765c212e8</a></p> <p>Webinar number: 2459 615 3699</p> <p>Webinar password: 5aDvUX6uR3B (52388968 from phones)</p> <p>Join by phone            +1-503-388-9555 United States Toll (Portland)            +1-415-655-0002 US Toll</p> <p>Access code: 245 961 53699</p>
Thursday, March 9, 2023	10:00 AM – 12:00 PM	<p>Join link:  <a href="https://oregondoj.webex.com/oregondoj/j.php?MTID=mc4fd8fcee6640f56924e912da836d4f">https://oregondoj.webex.com/oregondoj/j.php?MTID=mc4fd8fcee6640f56924e912da836d4f</a></p> <p>Webinar number: 2460 412 1286</p> <p>Webinar password: Xp6RvBgJ3b2 (97678245 from phones)</p> <p>Join by phone            +1-503-388-9555 United States Toll (Portland)            +1-415-655-0002 US Toll</p> <p>Access code: 246 041 21286</p>

### CVSSD Accommodation Statement

If you require an accommodation to participate in this virtual session, please contact Maria Ruiz Ceja by phone at 503-378-8435 or email [maria.ruizceja@doj.state.or.us](mailto:maria.ruizceja@doj.state.or.us). Please identify the session(s) you will be attending and the accommodation you are requesting. Closed Captioning, ASL Interpreters, and Spoken Language Interpreters are examples of accommodations that will be provided upon request. At least two weeks advance notice will help us to provide seamless access.



**Child Abuse Multidisciplinary Intervention Advisory Council**  
**418.784 (1), (2)**

<b>District Attorney or District Attorney designee:</b> Kevin Barton Washington County DA 150 N 1 <sup>st</sup> Ave, MS 40 Hillsboro, OR 97124 503-846-3489     Kevin_Barton@washingtoncountyor.gov	<b>Employee of a law enforcement agency:</b> VACANT
<b>Representative from an operating Regional Children’s Advocacy Center</b> Tammi Pitzen Children’s Advocacy Center of Jackson County 816 W 10 <sup>th</sup> St. Medford, OR 97501-3016 541-282-5474 ex 102     TPitzen@cacjc.org	<b>Representative from a local CAC recommended by Oregon Child Abuse Solutions:</b> Beatriz Lynch SafeSpace PO Box 904 Hood River, OR 97031 (541) 436-2960     blynch@safespacecac.org
<b>A person having experience dealing with child abuse:</b> Tina Morgan      tmorgan.tjm@gmail.com	<b>Employee of the State Office for Services to Children and Families:</b> Deena Loughary DHS Child Welfare 500 Summer St NE Salem, OR 97301     deena.k.loughary@dhsosha.state.or.us
<b>Citizen with an interest in advocating for the medical interests of abused children:</b> Marilyn Reilly Clatsop County DA’s Office 749 Commercial St. Astoria, OR 97103 503-325-1599     mreilly@clatsop.or.us	<b>Citizen with an interest in advocating for the medical interests of abused children:</b> Patricia K. Kenyon Forensic Nurse Examiner Coordinator Oregon Sexual Assault Task Force     patti@oregonsatf.org
<b>Representative from OCAS:</b> Shelly Smith Oregon Child Abuse Solutions 70 SW Century Drive, Suite 100 PMB 345 Bend, OR 97702 (206) 409-7843     director@oregoncas.org	<b>Citizen with an interest in advocating for the medical interests of abused children:</b> Rahela Rehman Oregon Department of Justice Child Advocacy Section, Civil Enforcement Division 100 SW Market Street Portland, OR 97201 971-673-1960     rahela.rehman@doj.state.or.us

## 1. Grant Overview

### A. History of CAMI

Oregon law<sup>1</sup> requires that every county use a multidisciplinary approach to child abuse intervention. In 1989, Oregon enacted legislation that required every county to create a child abuse multidisciplinary intervention team (MDT) convened by the county's District Attorney. The legislature recognized then, as it does today, that identifying and responding to child abuse is complicated and requires complex collaboration and consistent teamwork.

In 1993, the Oregon Legislature established the Child Abuse Multidisciplinary Intervention (CAMI) Program. Originally, the CAMI Program was administered by the Department of Human Services. In 2005, the CAMI Program moved to CVSSD. CVSSD administers several federal and state grant programs for victim services providers across Oregon.

Oregon's CAMI Program and MDT protocols adapted to significant statutory change in 2007 with the enactment of Karly's Law. Karly's Law is named after Karly Sheehan, a young Oregon girl who was murdered by physical abuse in 2005 after initial investigations failed to recognize that she was being abused. Karly's Law mandates a specific response when Department of Human Services (DHS) workers or law enforcement officers who, while investigating a report of child abuse, encounter a child with suspicious physical injuries.

### B. Purpose and Intent

The purpose of the CAMI Program is to support a multidisciplinary approach to child abuse intervention. Per statute, CAMI services should be provided in a child friendly environment by professionals trained in risk assessment, the dynamics of child physical and sexual abuse and neglect, legally sound and age-appropriate interviewing, and age-appropriate investigatory techniques. Services include assessment, advocacy, and treatment for children who are or may be victims of child abuse.

CAMI's statutory language is consistent with the standards established by the National Children's Alliance (NCA). Like ORS 418.747 and 418.783, NCA standards support collaborative, comprehensive, interventions using Children's Advocacy Centers (CACs) to conduct evaluations. While not every interview or medical evaluation can occur in a CAC, this is best practice. Local protocols should help direct child abuse responders on how to respond to concerns of abuse and neglect including how and when to refer cases to CACs. MDTs should ensure that their community partners are aware of, trained in, and abide by these local protocols.

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<sup>1</sup> ORS 418.746-418.796

### C. Funding Source and Allocation

The CAMI Program provides funding to counties for the development and ongoing support of CACs and for the development and maintenance of MDTs. Per statute, MDTs are required to prioritize funding to a CAC. This means that MDTs must direct more funding to a CAC than to any other budget line item in their CAMI MDT budgets.

CAMI grant funds come primarily from the Criminal Fines Account (CFA). CFA funds include fines assessed by justice, municipal, district, circuit, and juvenile courts on persons convicted of a crime, violation, or infraction. A small amount of CAMI funding comes from the state's general fund.

To allocate CFA dollars to grantees, CVSSD uses a "base plus" formula. This formula originated out of the 2006 joint DOJ/DHS equity study. The CAMI program uses a modified version of this formula. Each county receives a base amount of funding plus an additional amount. Historically, the additional amount was linked to the county's crime rate and population under age 18. However, due to the unavailability of up to date, reliable crime rate data, CVSSD removed crime rate from the formula beginning with the 2019-21 grant cycle. Where a change to the formula would have resulted in a decrease to funding, CVSSD has held grantee funding levels steady.

CAMI also funds training and technical assistance to support MDTs and CACs through the Regional Children's Advocacy Center (RCAC) grant. RCAC grantees provide medical assessment training, peer review for child abuse medical professionals and forensic interviewers, complex case consultation, referral and information services and forensic interview training. The RCACs' core service of providing training is primarily fulfilled by provision of the Oregon Child Forensic Interviewer Training (OCFIT) which is mandatory for forensic interviewers employed by CACs and is highly recommended for any other individual who may conduct child forensic interviews. OCFIT is based on the Oregon Interviewing Guidelines.

### D. Use of CAMI MDT Grant Funds

Grantees must spend CAMI grant funds according to the budget approved by CVSSD in the MDT's grant application. While the designated grant applicant is responsible for completing and submitting the grant application, the application must represent the intentions of the MDT, and the application including but not limited to the intervention plan, protocols, and budget, must be reviewed and approved by the MDT. The grant applicant must maintain record of the MDT endorsement of any budget decisions. CAMI staff may request verification in the form of meeting minutes or discussion with the MDT for any budget decisions or budget amendments.

Grant budgets should focus on services during the initial investigation and assessment of child abuse allegations, including crisis intervention. CAMI funds are not intended to support on-going or long-term treatment of individual victims. MDTs can use funds to facilitate referrals to long term care as part of their comprehensive response.

All proposed uses of CAMI funds must fall within the service areas of assessment, advocacy and treatment. See CAMI Grant Service Areas Attachment to this RFA for additional detail on these service areas.

ORS 418.746(5)(D) requires MDTs to prioritize funding a local CAC to which a child from the community may be referred to receive a thorough child abuse assessment for the purpose of determining whether the child has been abused or neglected, and that facilitates a coordinated, comprehensive, and multidisciplinary response to cases of child abuse. A CAC is defined by ORS 418.782(3) and ORS 418.788(3)(d) as facility that meets the minimum facility standards consistent with national accreditation standards to ensure that children receive consistent, evidence-based intervention services statewide. The medical assessment is defined by 418.782(5) as the taking of a child's thorough medical history and a complete physical examination of the child, for the purpose of making a medical diagnosis, by or under the direction of an individual trained in the evaluation, diagnosis and treatment of child abuse who is a licensed physician, physician assistant or nurse practitioner. Your MDT should be prepared to explain how any CAC identified as a recipient of CAMI funding in your grant application provides these services. The CAMI MDT grant application requires the applicant to provide information on the extent to which the MDT funds the local CAC. MDTs in counties without a CAC may contract with a nearby CAC so that local children can benefit from the child friendly, neutral assessment services that CACs provide. CVSSD encourages every MDT to collaborate with the nearest CAC (or CACs) to minimize travel time and distance required for children to receive clinical assessment services from providers trained according to Oregon standards. RCACs are not responsible for providing medical assessment services to counties in their region, unless the RCAC is also the local CAC with which the MDT has a contract to provide direct services.

Extended guidance about CAMI allowable and unallowable costs are available on the [CAMI Fund web page](#).

#### E. MDT Protocols

ORS 418.747(2) requires that every child abuse MDT develop a written protocol for immediate investigation of, and notification procedures for, child abuse cases and for interviewing child abuse victims. All investigations of child abuse and interviews of child abuse victims shall be carried out by appropriate personnel using the protocols and procedures called for in this section.

The CAMI required MDT Protocols are divided into five specific components:

1. Child Abuse Investigation (Including Sensitive Case Review ORS 418.747(8))
2. Karly's Law
3. Drug Endangered Children
4. Child Fatality Review
5. Compliance

Per ORS 418.747(2), in developing protocols MDTs shall develop written agreements signed by member agencies that specify the role of each agency, procedures to be followed to assess risks to the child, guidelines for timely communication between member agencies and guidelines for completion of responsibilities by member agencies.

Protocols must be developed with input from the MDT and should reflect the community's system and stakeholder processes that affect the way child abuse cases are handled. Protocols are the guide for the individuals in your community involved in child abuse intervention. They should provide clear descriptions of each individual or agency's role in each of the above listed components of child abuse response.

Protocols should be readily available to partner agencies involved in child abuse intervention in your community. Your MDT should have procedures, such as an annual review, training or new member orientation to ensure that all involved individuals at partner agencies are familiar with the MDT protocols. MDT and community partner performance should be evaluated during MDT case reviews based on compliance with the protocols. Appropriate feedback and/or training should be offered to MDT partner agencies to improve child abuse response as needed. MDTs must work with their community partners to ensure that child abuse responders and interviewers are trained properly and that others understand how to refer cases to those individuals.

Protocols should be clearly labeled to indicate the most recent date of review. Protocols should be reviewed at least every two years and updated as necessary. To ensure statutory compliance, protocols should be reviewed as soon as possible after any statutory or administrative rule change regarding child abuse intervention. Protocol revisions should take into consideration results from any compliance evaluation. An MDT may ask when reviewing protocols: What do compliance evaluation results reveal about strengths or areas for improvement in protocol? Is there conflict between agency directives or procedures and MDT protocols? How can such conflict be resolved to best respond to child abuse in the community? Are protocols clear and well understood by the MDT? Would additional training on protocols be beneficial? Are there barriers to compliance? If so, how can they be reduced or removed?

Do not simply restate statute when creating protocol. Use statutory language to frame the protocol but fill the frame with local plans, instructions, resources, and expectations.

## 2. Grant Application Contents

### A. Basic Statutory Requirements

ORS 418.746 states:

(5)(a) At least once a biennium the county multidisciplinary child abuse team shall submit to the Child Abuse Multidisciplinary Intervention Program a coordinated child abuse multidisciplinary intervention plan. The intervention plan must:

- (A) Describe all sources of funding, other than moneys that may be allocated from the Child Abuse Multidisciplinary Intervention Account, including in-kind contributions that are available for the intervention plan;
- (B) Describe the critical needs of victims of child abuse in the county, including but not limited to assessment, advocacy and treatment, and how the intervention plan addresses those needs in a comprehensive manner;
- (C) Include the county's written protocol and agreements required by ORS

418.747(2) and 418.785; and

(D) Describe how the intervention plan gives priority to funding a community assessment center and how the funding supports the center.

The CAMI MDT Non-Competitive Grant Application is developed to meet these statutory requirements.

## B. Training Requirements

Applicants shall certify that MDT members are trained according to statute. Grantees must maintain records of MDT member training showing how MDT members meet the statutory requirements. The MDT shall make training records available to the CAMI Fund Coordinator on request.

ORS 418.747 requires that MDT members are specially trained in child abuse, child sexual abuse and rape of children investigations. Specifically, the statute states that each team member and those conducting child abuse investigations and interviews of child abuse victims must be trained in risk assessment, dynamics of child abuse, child sexual abuse and rape of children and legally sound and age-appropriate interview and investigatory techniques.

ORS 418.747 further requires that all investigations of child abuse and interviews of children shall be carried out by appropriate personnel using the protocols and procedures called for in the statute. The MDT is responsible for ensuring that all CAC Forensic Interviewers employed by any CAC with whom the MDT contracts for direct assessment services meet minimum educational qualifications set out in the OIG. CAC based interviewers must be trained, and others who conduct or may conduct interviews should be trained, according to the standards set forth in the Oregon Child Forensic Interviewer Training (OCFIT) based on the Oregon Interviewing Guidelines. Completion of OCFIT is a CAMI requirement for CAC based staff and may be required by a CAC of individuals who conduct interviews in that CAC. Additionally, participating in regular peer review is required for CAC based interviewers and is highly recommended for any other individual who conducts recorded forensic interviews. MDT partner agencies and organizations are strongly encouraged to facilitate participation in peer review of any staff who may conduct recorded forensic interviews. For more information regarding peer review, please contact your MDT's RCAC.

Additionally, per ORS 418.792 the MDT must ensure there is at least one medical practitioner at the CAC trained in evaluation, diagnosis and treatment of child abuse and neglect who has committed to attend annual continuing education courses on evaluation and diagnosis of child abuse and neglect. According to the NCA, recommended minimum standards for training for medical professionals providing services to CAC clients consist of a minimum of 8 contact hours every 2 years. Teaching experience in child abuse that is approved to provide CEU or CME activity also qualifies for ongoing education credit. Please see the NCA Standards for Accredited Members for additional information on minimum training for CAC professionals.

Many individuals who are not Child Forensic Interviewers by profession have completed OCFIT training. This training provides a foundation in child forensic interviewing, and those who may conduct child forensic interviews are encouraged to attend. However, completion of OCFIT does not confer on the individual any title, qualification, or certification. The CAMI Program recognizes the advantages of child interviews conducted at a CAC by a qualified forensic interviewer employed by that CAC and encourages all child abuse first responders to utilize their local CAC whenever possible. MDT partners who will not conduct child forensic interviews but who respond to and investigate child abuse are encouraged to attend Collaborative Child Abuse Response (CCAR) training. The CAMI Program encourages MDTs to promote this practice in their communities through their MDT protocols and compliance reviews.

The CAMI program requires that all MDT members listed on the CAMI MDT grant application complete the Karly's Law computer based training available at <http://www.childabuseintervention.org/karlyslaw/> prior to submission of the CAMI grant application.

### 3. Additional Grantee Requirements

#### A. Child Fatality Reviews

The MDT is required by ORS 418.785 to establish a child fatality review process. CAMI funds may be used to implement and maintain the child fatality review process. The CAMI Program will obtain documentation from Oregon Health Authority (OHA) regarding whether the required child fatality reviews have been completed and properly documented. Best practice is to complete fatality reviews including completing reporting through the national Child Death Review system administered by OHA within 60 days of the death. Information on fatality review can be found here: <https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/SAFELIVING/KEEPINGCHILDRENSAFE/Pages/child-fatality-review.aspx>

If a county fatality review team does not submit required child fatality review documentation to OHA, the CAMI grant application will be considered incomplete and the MDT will not be fully eligible to receive CAMI Program grant funds. CAMI Program staff will contact teams periodically to check status of cases OHA indicates should be reviewed by local teams.

#### B. Reporting

All grant reports must be submitted through CVSSD E-Grants. A table of grant report deadlines can be found on the CVSSD web page <http://www.doj.state.or.us/victims/pages/reporting.aspx>. The MDT is required to submit the following reports:

1. The Semi-Annual Progress Report. This report includes program data that requires input from the MDT. The report captures MDT process and encounter data that helps CVSSD monitor grant-funded activity.

2. The Quarterly Financial Report (QFR). The QFR captures CAMI grant expenditures for the preceding quarter. CVSSD E-Grants requires expenditures to adhere to the budget and will prohibit expenses listed outside of the agreed-upon budget categories from the grant application.

CAMI payments are prospective and consist of 8 equal quarterly payments. Quarterly payments are dispersed to MDTs following submission and approval of required reports. Failure to submit reports within the specified time frame will result in withholding of funds.

#### 4. General Application & E-Grants Guidelines

The following information is to assist you in completing the CAMI MDT Grant Application.

- The E-Grants system will not allow an application to be submitted with error messages on any form within the application.
- Remember to click “SAVE” frequently to save information you have entered. Do not wait to complete the page before saving. There is no way to retrieve lost information.
- For radial button selections, click once to mark or change your selection, double-click to remove the selection completely.
- Consider completing narrative sections in a word program and pasting it into the appropriate section. E-Grant does not have spell check feature and most text boxes have limited character counts. Using these tools in Word may be helpful.
- If the system is idle for an hour, it will time out. All unsaved information will be lost.
- CVSSD recommends submitting the application at least 1-2 days prior to the due date to avoid any unanticipated technical problems. LATE applications WILL NOT be accepted.

#### GENERAL APPLICATION INSTRUCTIONS REGARDING THE E-GRANT SYSTEM

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

Instructions for completing all FORMS in this application can be found by reviewing the Application Instructions located at the top of the Menu-Forms page.

E-Grants Agency and User Registration: All eligible agencies must first register in the CVSSD E-Grant system. Applicant Organizations are only required to register one time; there is no need for multiple organizational accounts within the system. Only the “Authorized Officials” can create a user account and gain access to the E-Grant system. If you are a new eligible applicant and currently do not receive CVSSD grant funds, you must register in the CVSSD system at CVSSDegrants.com. Please refer to the



CVSSD Grant Applicant User Guide, chapter 4: Gaining Access to Oregon CVSSD E-Grants to assist you through the registration process. Allow a minimum of 24 hours for processing of registration.

E-Grant Organization or Updated Organization and Member Information: All applicants must update the Organizational and Member Information within the CVSSD E-Grant system. An agency must review the agency's contact and member profile information annually, including deactivating staff no longer associated with the agency/program. This update process should be completed prior to initiating a grant application.

E-Grant FORMS MENU: The FORMS section in E-Grants is where most of the written work for the application is completed. Applicants will supplement content in the Forms by uploading specific requested documents.

E-Grant SUBMITTING AN APPLICATION: Completing and saving individual forms in E-Grants is not the same as "submitting" the application. Applicants must "CHANGE THE STATUS" of the application to "APPLICATION SUBMITTED" when all forms are complete, and all errors are corrected. The application is not submitted until this step is completed.

E-Grant REQUIRED DOCUMENTS: All required documents for this application are stated in EGrants. DO NOT attach or upload any documents that have not been requested, unless directed specifically by CVSSD. CVSSD has the right to make or deny an award without talking to the applicant agency/program first.

TECHNICAL ASSISTANCE REGARDING THE E-GRANT SYSTEM Technical assistance can be obtained by:

- Accessing Form Instructions in the Request for Application section;
- Using the E-Grant Applicant User Guide;
- Contacting a CVSSD Grant Fund Coordinators regarding application contents;
- Contacting E-Grant Help Desk at 1-866-449-1425 or [azhelpdesk@agatesoftware.com](mailto:azhelpdesk@agatesoftware.com).

Applications must be electronically submitted through the CVSSD E-Grant system. Once an application is submitted it will become a "READ ONLY" document and cannot be changed. Late applications will NOT be accepted. For information on 'Submitting Your Application,' see the CVSSD E-Grants Applicant User Guide.

## 5. Submission Information

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

**THE APPLICATION IS DUE APRIL 10, 2023  
BY 4:59 PACIFIC STANDARD TIME**

**AT THE DEADLINE TIME, E-GRANTS WILL LOCK THE SYSTEM AND WILL NO LONGER  
ACCEPT APPLICATIONS.**

**ONCE AN APPLICATION IS  
SUBMITTED IT WILL ENTER “READ-ONLY” STATUS AND  
CANNOT BE CHANGED.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.**

## 6. Application Review, Award Decisions and Reservation of Rights

### A. Relevant Oregon Administrative Rules

#### 137-082-0260

##### Method of Review/Role of Advisory Council

(1) Staff from CVSSD will review each county's application and each recommended public or private agency's application. A committee comprised of members of the Advisory Council on Child Abuse Assessment, and other members as may be appointed by the Department, will review and submit to the Department a recommendation regarding approval of each county's Plan the county's application for funding and each county's recommended public or private agency application for funding if any. The committee will determine if the application:

(a) Meets the established eligibility requirements;

(b) Responds to the county's needs as identified in their Plan for comprehensive services to the victims of child abuse;

(c) Substantially furthers the goals and purposes of ORS 418.747, (418.780,) 418.790, and 418.792; and

(d) Documents proper allocation of previous funds and the extent to which anticipated outcomes were achieved for children and families.

(2) The final responsibility for approval, conditional eligibility approval or denial shall rest with the Department.

(3) Formal notification of approval, conditional approval or denial will be given to counties and county recommended public or private agencies in a timely manner.

(4) The Department and Advisory Council may, at any time, conduct a site visit, and may review any records relating to the provision of services and expenditure of funds under this project. All information and records pertaining to individual families and children, reviewed by the Department or a designated body in the exercise of its duties related to the CAMI program, shall be maintained in accordance with the provisions of law, and the terms of applicable Grant Agreements. The information and records will be treated as confidential records by such parties, except to the extent that permission is provided by the affected parties, or as the law may otherwise require.

Stat. Auth.: OL 1993, Ch. 676 & OL 2001, Ch. 624

Stats. Implemented: ORS 418.746 - 418.794

Hist.: DOJ 5-2002, f. 7-31-02, cert. ef. 8-1-02; DOJ 2-2011, f. 3-30-11, cert. ef. 4-1-11

#### 137-082-0270

##### Grievance Procedures

(1) Applicants have a right to a review of decisions regarding their conditional eligibility or denial of eligibility for CAMI funds.

(2) Each Applicant will be informed of the procedure for review, ("grievance procedure") at the time a decision is made regarding an Applicant's eligibility for CAMI funds.

(3) No Applicant will be subject to reprisal for seeking a review of a decision regarding conditional eligibility or denial of eligibility for CAMI funds.

(4) To invoke this grievance procedure, an Applicant must make a written request to the CAMI Account Administrator within 30 days after receiving notification of the conditional eligibility or denial.

(5) When the Department is notified that an Applicant has timely filed a grievance regarding conditional eligibility or denial of eligibility for CAMI funds, a meeting will be scheduled with the CAMI Account Administrator. This meeting will involve the applicant and other members of the county's MDT as the Applicant deems necessary to present its case. The CAMI Account Administrator and members of the Advisory Council may be present at this meeting. Every effort will be made to have this meeting occur within 2 weeks of receipt of the grievance.

(6) If the matter is not resolved through the grievance procedure, the applicant may request a review of the issue by the Director of the CVSSD. The Applicant must make a written request to the Director of the CVSSD within 30 days following notification of the results of meeting with the CAMI Account Coordinator.

(7) The Director of the CVSSD shall respond in writing to the Applicant's request for review within 30 days. If this response does not resolve the matter the Applicant may request an administrative review by the State Attorney General. Request for such a review shall be made in writing to the State Attorney General and shall include a statement of the problem and the desired resolution. Written notice of intent to pursue administrative review by the Attorney General shall be provided to the Director of the CVSSD before or concurrently with the written request that is submitted to the Attorney General. To be eligible for review by the Attorney General, this request must be made within 30 days of receipt of written notification of the decision of the Director of the CVSSD. The decision of the State Attorney General is final.

Stat. Auth.: OL 1993, Ch. 676 & OL 2001, Ch. 624

Stats. Implemented: ORS 418.746 - 418.794

Hist.: DOJ 5-2002, f. 7-31-02, cert. ef. 8-1-02; DOJ 2-2011, f. 3-30-11, cert. ef. 4-1-11

### **137-082-0280**

#### **Reallocation of Funds Not Applied for or Used**

(1) CAMI funds that were not allocated due to an Applicant's failure to request its CAMI funds, or an Applicant's failure to submit a complete application, or a satisfactory Plan or failure to enter into a Grant Agreement, may be distributed to other eligible counties as a supplemental award. These funds will be offered to eligible counties on a percentage basis according to the allocation formula set forth in OAR 137-082-0240(2). As provided therein and OAR 137-082-0280, CAMI funds may be distributed in a manner that is similar to the disbursement formula used to distribute the Criminal Fines and Assessment Public Safety Fund with regard to prosecutor based victim assistant programs.

(2) If an application is submitted but approval is denied, the funds will be held in the CAMI Account for that county for 12 months from the date of denial, during which time the Applicant may reapply. If the Applicant has not obtained at least conditional eligibility within the 12 month period, the funds will be distributed to other eligible counties. If the grievance procedure is underway during the 12 month period, the Applicant's funds will be held in reserve until the final decision of the Attorney General or 12 months from the date of the notification of the denial of funding, whichever is longer. Any Applicant holding funds which are the subject of an eligibility determination grievance procedure, or notice regarding appropriate use of funds, may not encumber, alienate or expend those funds unless and until the grievance procedure is concluded in favor of the Applicant. Applicants holding funds which are ultimately determined to be ineligible for use under Applicant's Plan must return any and all grant funds to the Department within the timeframe established by the Department.

(3) It is the intention of the Department to have minimal or no unobligated CAMI funds at the end of each biennium. Funds held in the CAMI Account in accordance with the above rules will be considered obligated funds until all grievances and eligibility issues have been resolved.

Stat. Auth.: OL 1993, Ch. 676 & OL 2001, Ch. 624

Stats. Implemented: ORS 418.746 - 418.794

Hist.: DOJ 5-2002, f. 7-31-02, cert. ef. 8-1-02; DOJ 2-2011, f. 3-30-11, cert. ef. 4-1-11

## B. CAMI Review Process

CAMI Program staff, with the advice of the Advisory Council, will allocate moneys from the CAMI account to eligible MDTs. To determine eligibility, CAMI Program staff will review each application to determine whether the application:

- Complies with eligibility requirements
- Responds to the county's needs as identified in their coordinated child abuse intervention plan for comprehensive services to the victims of child abuse
- Substantially furthers the goals and purposes of ORS 418.747, 418.780, 418.790, and 418.792
- Reflects team participation in the development of the application
- Reflects local application of child abuse intervention efforts
- Sufficiently demonstrates that the use of CAMI Program grant funds benefits children who may have been victims of abuse and their non-offending family members
- Indicates that the MDT has properly allocated previously awarded CAMI Program grant funds

Previously submitted reports will be reviewed to determine:

- How funds were used
- The objectives of the program
- The extent to which the program met anticipated outcomes, especially in terms of benefits to children and families

## 7. Reservation of Rights

CVSSD reserves the right to:

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

## 8. Availability and Disbursement of Funds

The amount awarded to each MDT cannot be determined until CVSSD receives the final allocation from the state. Typically, the allocation from the state is finalized in late summer. As a result, MDT grant application budgets must be based on estimates and will likely need to be revised through modification of the grant application once CVSSD receives the final allocation from the state. CAMI Program staff will provide information for budget revisions when final allocations are available. For budget planning purposes, CVSSD requests that MDTs submit estimated budgets based on [last biennium's allocation amount](#).

Upon review and approval of the MDT application and final budget, DOJ will issue grant award documents that provide for the transfer of funds from DOJ to a designated fiscal manager. The fiscal manager is the entity authorized to carry out the local fiscal/administrative function according to the intervention plan and budget set out in the MDT's application. The two most common fiscal managers for MDT funding are counties, doing business by and through their District Attorney's offices, and Children's Advocacy Centers. Regardless of who is designated to administer the funds at the local level, the MDT retains the authority for allocation, and final accountability for implementation, of the CAMI funded portion of the intervention plan.

## 9. Carryover

Pursuant to OAR 137-082-0220, CVSSD will address carry over funding issues situationally. Rule states: ...the Department may at its discretion permit a grantee to retain unexpended funds provided to grantee under a contractual agreement entered into pursuant to OAR 137-082-0200 et seq. Such retention of funds must be implemented through a subsequent contractual agreement with the grantee. If a significant carry-over of funds continues for more than one year, the county will be asked to reevaluate its Plan and make necessary adjustments to utilize the funds. If there continues to be significant carry-over of funds without reasonable plans approved by the CAMI Administrator for their use, the county's allocation for future funding may be reduced by the amount of excess funds or carryover may be applied to the county's next year's allocation if approved by the Department. **CVSSD will allow CAMI MDT grantees to carry forward up to 10% of unexpended funds as carryover in addition to the 2023-25 grant award.**

## 10. Review of Award Decisions

### A. Informal Review

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

### B. Formal Review

- 1) An applicant has a right to a review of the award decision with regard to their application.
- 2) Each applicant will be informed of this review procedure at the time a decision is made regarding its application.

- 3) No applicant will be subject to reprisal for seeking a review of an award decision.
- 4) An applicant may request a review by making a written request to the CAMI Fund Coordinator within 30 days after receiving notification of the award decision.
- 5) When the Department is notified that an applicant has requested a review, a meeting will be scheduled for the applicant to meet with the CAMI Fund Coordinator and up to 5 members of the Advisory Council. Every effort will be made to have this meeting occur within 30 days of the receipt of the request. The Fund Coordinator will notify applicant of the result of the meeting within 5 days after the meeting.
- 6) If the matter is not resolved through the above-described procedure, the applicant can request a review of the issue by the Attorney General or her designee. The applicant should make a written request for such a review to the Director of the Crime Victims' Services Division within 30 days following notification of the results of the meeting described in the preceding paragraph.
- 7) The decision of the Attorney General or her designee is final.

## 11. Required Monitoring and Reporting

### A. Grant Monitoring

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

### B. Award Conditions

#### 1. Conditional Awards

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

#### 2. Additional Grant Agreement Conditions

All grant agreements issued by CVSSD include conditions that must be satisfied by both parties to the agreement. In addition, CVSSD may include additional conditions when circumstances exist that require a further showing of applicant's ability to successfully manage an award. Examples of such additional conditions include, but are not limited to, a requirement of more frequent reporting to assure timeliness and accuracy, or additional

reports to document that grantee is successfully addressing an area of concern. When additional conditions are included in a grant agreement, grantee’s failure to satisfy those conditions shall be governed by the default and termination provisions included in the agreement.

### C. Reporting Requirements

In addition to the conditions specified in the preceding section (“Award Conditions”) and as a condition of receiving a CAMI grant, recipients must adhere to the financial guidelines set forth in the fund specific CVSSD Grant Agreement.

All 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 to be in default under the agreement. In such a case, CVSSD has the right to end the grant. CVSSD may also reduce the award proportionately to the period for which reports were not submitted in a timely manner. Please see Section 6 (“Termination and Default”) of the DOJ Grant Agreement for additional information.

**Reporting for this application will be done completely through the CVSSD E-Grants system either in a Financial Report or a Progress Report.** See the reporting schedule below. Details and training on reporting within the CVSSD E-Grants system will be provided by CVSSD staff.

#### 1. Table of Report Dates

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

Grant Award	Due January 31	Due April 30	Due July 20	Due October 31
CAMI MDT	Financial Report Progress Report <ul style="list-style-type: none"> <li>• Narrative</li> <li>• Statistical</li> <li>• Karly’s Law</li> <li>•Goals/Objectives</li> </ul>	Financial Report	Financial Report Progress Report <ul style="list-style-type: none"> <li>• Narrative</li> <li>• Statistical</li> <li>• Karly’s Law</li> <li>•Goals/Objectives</li> </ul>	Financial Report



## Appendix A-CAMI Grant Service Areas

CAMI Grant moneys are awarded solely for activities and projects falling within the following Service Areas:

1. **Assessment Services** means medical assessment of, intervention services to, or psycho-social assessments of children in Oregon suspected of being victims of abuse or neglect. For purposes of this description, the phrases medical assessment, intervention service and psycho-social assessment have the following meanings:

**Medical Assessment** means the taking of a child's thorough medical history and a complete physical examination of the child, for the purpose of making a medical diagnosis, by or under the direction of an individual trained in the evaluation, diagnosis and treatment of child abuse who is a licensed physician, physician assistant or nurse practitioner.

**Intervention Service** means a service provided by criminal justice or child protective services staff to intervene effectively in a case of suspected child abuse.

**Psycho-Social Assessment** means an evaluation of the child and his or her family to determine the need for services to reduce the adverse reaction to victimization and the availability of resources to meet those needs.

2. **Advocacy Services** means services that reduce additional trauma to children (and their families) in Oregon suspected of being victims of abuse or neglect or that support the identification and development of therapeutic services to such children (and their families). Advocacy services include, but are not limited to, protective services, intervention advocacy, prevention advocacy and professional training and education, all as described below:

**Protective Services** means activities that are required to protect the child, prevent future abuse, and support the healing process associated with the abuse or neglect related trauma.

**Intervention Advocacy** means activities identified at the local or state level to provide more effective intervention for victims of child abuse or neglect.

**Prevention Advocacy** means activities associated with local and state fatality review processes or subsequent prevention strategies designed to reduce child abuse, neglect or fatalities.

**Professional Training and Education** means support for professionals or resources such as a clearing house, speakers' bureau, or library, for professionals involved in child abuse and neglect intervention.

3. **Treatment Services** means information, referral and treatment for child abuse or neglect victims and their families. For purposes of this description, the words information, referral and treatment have the following meanings:

**Information** means providing information regarding treatment resources.

**Referral** means providing referrals for therapeutic services.

**Treatment** means providing and coordinating therapeutic treatment intervention.