

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



**2023-2024 AMERICAN RESCUE PLAN ACT
COMMUNITY VIOLENCE INTERVENTION AND PREVENTION
(CVI)
NON-COMPETITIVE REQUEST FOR APPLICATIONS (RFA)**

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

GRANT OPPORTUNITY SUMMARY

Opportunity Type: Non-Competitive

RFA Release Date: This solicitation was released on March 10, 2023.

RFA Deadline: All applications are due by 11:59 p.m. PST on April 24, 2023.
(See Submission Dates and Times)

Project Period: July 1, 2023 - December 31, 2024

Total Funding Available: \$15,000,000

Maximum Grant Award: \$250,000

Matching Requirement: None

Application

Teleconference Calls: March 16 & 21, 2023. See page iv for details.

Purpose: The purpose of ARPA CVI funds is to invest in the health, safety, and resilience of Oregon by supporting community-based organizations and programs within federally recognized Tribal Nations in Oregon that specialize in evidence-informed community violence intervention and prevention. This could include specific programming and services that address gang and/or firearm violence.

This includes, but is not limited to:

- Afterschool programs
- Group violence interventions
- Hospital-based violence interruptions programs
- Job training and employment programs
- Neighborhood change agent programs
- Street outreach
- Mediation training
- Mentoring programs
- Restorative justice programs
- Reentry services

Eligibility: All applicants must be a 501(c)(3) community-based organization or a program within a federally recognized Tribal Nation in Oregon.

TABLE OF CONTENTS

Resources for this Application	iv
Amendments to the Application	iv
Application Teleconference Schedule	v
Timetable for Application Review and Grant Awards	ix
Staff Contact Information	ix
I. Application Overview	1
A. Introduction	1
B. Eligibility	1
C. Common Requirements	2
II. Allocations and Grant Awards	5
A. Allocation of ARPA CVI Funds	5
B. Payment of Awards	5
C. Unexpended Funds and De-obligation of Funds	5
III. General Instructions	6
IV. Use of ARPA CVI Funds	8
A. Purpose	8
B. Project Performance Plan	8
C. Allowable and Unallowable Services and Costs	9
D. Resources	10
V. Submission Information	11
VI. Application Review and Award Decisions	12
A. Application Review Process	12
B. Award Conditions	12
C. Reservation of Rights	12
D. Review of DOJ CVSSD Award Decisions	13
VII. Monitoring and Reporting Requirements	14
A. Grant Monitoring	14
B. Default	14
C. Reporting Requirements	14

APPENDICES

Appendix A. Glossary of Terms	16
Appendix B. Department of Administrative Services Insurance Requirements.....	18

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 2023-2024 ARPA CVI Fund Non-Competitive Request for Applications is referred to as the 'RFA'.

The [Form Instructions](#) provide guidance for each question in the application. The instructions can be found in the first section of the navigation panel in the E-Grants Application.

The [CVSSD E-Grants Applicant User Guide](#) answers questions about navigating the system. CVSSD has recorded an **Introduction to CVSSD E-Grants Webinar** ([with American Sign Language interpretation](#) or [without interpretation](#)). It covers how to initiate, complete, and submit applications and reports and walks through the basics of navigating the system. Organizations new to E-Grants will need to first register and complete the Organization information. Once that information is saved, CVSSD will send a notification that the organization has been added to the system. Visit the [E-Grants](#) site to register. Instructions are included on the login page found [here](#).

AMENDMENTS TO THE 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 immediately below the RFA.

APPLICATION TELECONFERENCE SCHEDULE

Applicants are strongly encouraged to attend one of the two **E-Grants** teleconferences/on-line sessions listed below and one of the two **About CVI Programming and Application** teleconferences/on-line sessions listed below. No registration is necessary.

Date	Time	Link
<p>E-Grants Thursday, March 16</p>	<p>9:30 – 11:00 am</p>	<p>Topic: E-Grants Time: Mar 16, 2023 09:30 AM Pacific Time (US and Canada)</p> <p>Join ZoomGov Meeting https://www.zoomgov.com/j/1602132439?pwd=UWZINDdnVUVGRVNmOXFZeThvUJ293UT09</p> <p>Meeting ID: 160 213 2439 Passcode: 432834 One tap mobile +16692545252,,1602132439#,,,,*432834# US (San Jose) +16692161590,,1602132439#,,,,*432834# US (San Jose)</p> <p>Dial by your location +1 669 254 5252 US (San Jose) +1 669 216 1590 US (San Jose) +1 415 449 4000 US (US Spanish Line) +1 646 964 1167 US (US Spanish Line) +1 551 285 1373 US +1 646 828 7666 US (New York)</p> <p>Meeting ID: 160 213 2439 Passcode: 432834 Find your local number: https://www.zoomgov.com/u/abEQpR2sWM</p> <p>Join by Skype for Business https://www.zoomgov.com/skype/1602132439</p>

<p>About CVI Programming and Application Thursday, March 16</p>	<p>1:00 – 2:30 pm</p>	<p>Topic: CVI Programming and Application Time: Mar 16, 2023 01:00 PM Pacific Time (US and Canada)</p> <p>Join ZoomGov Meeting https://www.zoomgov.com/j/1609116381?pwd=QWx0MEM0Mko1b2xqVUlnZHZMUWxoZz09</p> <p>Meeting ID: 160 911 6381 Passcode: 821725 One tap mobile +16692545252,,1609116381#,,,,*821725# US (San Jose) +16692161590,,1609116381#,,,,*821725# US (San Jose)</p> <p>Dial by your location +1 669 254 5252 US (San Jose) +1 669 216 1590 US (San Jose) +1 415 449 4000 US (US Spanish Line) +1 551 285 1373 US +1 646 828 7666 US (New York) +1 646 964 1167 US (US Spanish Line)</p> <p>Meeting ID: 160 911 6381 Passcode: 821725 Find your local number: https://www.zoomgov.com/u/am2xLdFzh</p> <p>Join by Skype for Business https://www.zoomgov.com/skype/1609116381</p>
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If you require any accommodation to participate in a virtual session, please contact Maria Ruiz Ceja at maria.ruizceja@doj.state.or.us. Please identify the session(s) you will be attending and the accommodation you are requesting. Closed Captioning and Spoken Language Interpreters are examples of accommodations that will be provided upon request. As much advance notice as possible will help us to provide seamless access.

TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS

Date	Activity
March 10, 2023	Request for Applications Released
Monday, April 24, 2023	Applications DUE by 11:59 pm PST CVSSD staff are not available for assistance after 5:00 p.m.
April 24 – May 22, 2023	Anticipated Application Review & Requests for Modifications
June 1 - 30, 2023	Anticipated Execution of Grant Agreements

STAFF CONTACT INFORMATION

Fund Coordinators	Phone	E-mail
Nathaline Frener	(503) 400-5261	Nathaline.Frener@doj.state.or.us
Alexxis Robinson-Woods	(503) 400-0025	Alexxis.Robinson-Woods@doj.state.or.us
Director & Unit Manager	Phone	E-mail
Shannon Sivell	(503) 378-5348	Shannon.L.Sivell@doj.state.or.us
Kim Kennedy	(503) 378-5178	Kim.Kennedy@doj.state.or.us

SECTION I: APPLICATION OVERVIEW

A. INTRODUCTION

In 2022, through HB 5202, the Oregon legislature designated 15 million dollars to support Community Based Violence Intervention and Prevention (CVI) in Oregon. These funds were made available through the federal American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds. The Oregon Department of Justice, Crime Victim and Survivor Services Division is administering the funds.

The purpose of these ARPA CVI funds is to invest in the health, safety, and resilience of Oregon by supporting community-based organizations and programs within federally recognized Tribal Nations in Oregon that specialize in evidence-informed community violence intervention and prevention. This could include specific programming and services that address gang and/or firearm violence.

This includes, but is not limited to:

- Afterschool programs
- Group violence interventions
- Hospital-based violence interruptions programs
- Job training and employment programs
- Neighborhood change agent programs
- Street outreach
- Mediation training
- Mentoring programs
- Restorative justice programs
- Reentry services

This application's grant cycle is July 1, 2023 – December 31, 2024. Applicants are encouraged to read all the RFA and the [Form Instructions](#) prior to completing the application forms in the [DOJ CVSSD E-Grants system](#).

B. ELIGIBILITY

To be eligible for an ARPA CVI funds award, an applicant must be:

- a non-profit organization¹;
- a program within a federally recognized Tribal Nation in Oregon.

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.

The applicant must be a community-based organization or a program within a federally recognized Tribal Nation in Oregon specializing in evidence-informed community violence intervention and prevention. This could include specific programming and services that address gang and/or firearm violence. Programs must be currently providing services and looking to expand capacity to qualify for these funds.

C. COMMON REQUIREMENTS

All eligible applicants must meet certain requirements as a condition of receiving ARPA CVI funds.

Applicants must:

- 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
- Participate in community coordination and planning

Meaningful access to services for all participants is a core value of the CVI grant funds. As such, all applicants must:

- a. Provide services in a way that is responsive to the participant’s status and identity.
- b. Directly link participants 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 participants 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 participants who need culturally specific or Tribal services to an appropriate partner when one exists and is available.
- c. Provide services that are culturally responsive and that recognize the multiple intersecting identities of participants.

As required by this federal funding, grantees (programs who receive funding) are also expected to:

1. Comply with Federal Rules Regulating Grants. Grantees must comply with the applicable provisions of ARPA, including the [Final Rules](#), and [2 CFR Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including the Cost Principles and Single Audit Act requirements. This includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of ARPA funds received, including financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable ARPA activities; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective financial review or audit.

2. Equal Employment Opportunity Assurance of Compliance. Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability. These are:

- Title VI of the Civil Rights Act of 1964.
- Omnibus Crime Control and Safe Streets Act of 1968.
- Section 504 of the Rehabilitation Act of 1973.
- Title II of the Americans with Disabilities Act of 1990.
- Age Discrimination Act of 1975; and
- Title IX of the Education Amendments of 1972.

3. Maintain Civil Rights Requirements. The [CVSSD civil rights requirements webpage](#) provides information and links that will assist grantees in complying with three (3) mandatory federal processes. These include:

- Civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities.
- Limited English Proficiency (LEP) guidelines; and,
- Equal Employment Opportunity Plans (EEO). Non-profit organizations and Tribal Nations are exempt from the EEO requirements; however, they must complete the EEO form included as a Grant Agreement Exhibit.

These processes include notification of nondiscrimination policy, responding to discrimination complaints, and civil rights training and are required of recipients of federal funding through CVSSD.

The [Civil Rights Training Certification](#) is required to be updated every two years and uploaded in E-Grants before the grant agreement is signed.

4. Comply with the Assurances and Certifications. Grantees must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.

5. Obtain a Federal Unique Entity Identifier. All successful applicants will be required to obtain a federal Unique Entity ID, if you do not already have one. A Unique Entity ID is a unique sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and grantees.

The Unique Entity ID will be used throughout the grant life cycle. Obtaining a Unique Entity ID is a free, one-time activity. Applicants should go to [SAM.gov](#) for more information on how to obtain a Unique Entity ID.

6. Comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.

As of January 1, 2009, all recipients of Federal funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. All successful applicants will be required to acquire or renew registration with the System for Award Management (SAM), if you have not already done so. SAM is the repository for standard information about federal financial assistance applicants, recipients, and grantees. All applicants (other than individuals) for federal financial assistance must maintain current registrations in the SAM database. ***Applicants must update or renew their SAM registration annually to maintain an active status.*** Information about SAM renewal procedures can be accessed at: [SAM.gov](https://sam.gov).

7. Employee Whistleblower Protection. Grantees must comply, and ensure the compliance by subcontractors, with 41 U.S.C. 4712, Program for Enhancement of Employee Whistleblower Protection. Grantees must inform contractors and employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712. Applicants must upload a Whistleblower certification in their Organization Information in E-Grants.

SECTION II: ALLOCATIONS AND GRANT AWARDS

A. ALLOCATION OF ARPA CVI FUNDS

DOJ CVSSD will approve applications if they meet the eligibility requirements. **The previous sentence notwithstanding, depending on the number of eligible applicants, DOJ CVSSD may need to adjust downward the level of the grant award to ensure some level of funding for all qualified applicants.**

The application will require a budget for the requested grant award. The budget form has two columns for expenses, Tier 1 and Tier 2.

- All applicants will enter a proposed budget of up to \$125,000 in the Tier 1 column. If total request is \$125,000 or less, then there is no need to complete a Tier 2 budget.
- Applicants requesting \$125,001 or more (up to a maximum of \$250,000), will also complete the Tier 2 column by listing all expenses over and above those listed in the Tier 1 column. This Tier 2 budget should reflect those costs that would be added on to the Tier 1 budget if an award of more than \$125,000 is granted.

All decisions regarding awards are made at the sole discretion of DOJ CVSSD. DOJ CVSSD may seek clarification from applicants on an application, including asking for additional information, and may negotiate additional changes with an applicant.

B. PAYMENT OF AWARDS

All payments are contingent upon funds being available for distribution. ARPA Community Violence Intervention Funds will be paid prospectively in one lump sum payment. The payment will be made upon completion of award documents.

C. UNEXPENDED FUNDS & DE-OBLIGATION OF FUNDS

All funds awarded must be obligated by December 31, 2024. Any funds not obligated by December 31, 2024, must be returned.

Obligated funds are those funds for which goods or services have been ordered or received. It does not require that all payments on those obligated funds have been made. Payments for those things that have been ordered or received must be paid by December 31, 2026. Any funds not dispersed by December 31, 2026, must be returned.

SECTION III: GENERAL INSTRUCTIONS

The following instructions are intended to guide the applicant in completing the 2023-2024 ARPA CVI funds application.

1. Applicants not registered in CVSSD E-Grants must set up a profile and register. Applicants are encouraged to do this as soon as possible. Visit the [E-Grants](#) site to register. Instructions are included on the login page found [here](#). This process will also be demonstrated in the teleconferences.
2. Applicants already registered in CVSSD E-Grants must review and update the organization's contact and member profile information. This includes deactivating staff no longer associated with the organization. This process should be completed prior to initiating the application.
3. 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.
4. Applicants must **change the status of the application to "Application Submitted"** when all forms are completed, and all errors are corrected. For assistance with how to submit your application see the [CVSSD E-Grants Applicant User Guide](#).
5. **The application is due on Monday, April 24, 2023, by 11:59 p.m.**, Pacific Standard Time. **Late applications will not be accepted. CVSSD staff are not available for assistance after 5:00 p.m.**
6. 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 a Fund Coordinator at cvi@doj.state.or.us 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.
7. 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 apply until all errors are corrected.

- b. All applicants are required to complete Forms A, B, C, E, H, and I.
 - c. Forms D, F and G are only required if they apply to the applicant's project.
8. Do not attach or upload documents to the Forms pages that are not required unless otherwise directed by DOJ CVSSD.
9. By submitting this application, the applicant agrees to comply with all DOJ CVSSD requirements for funding.

SECTION IV: USE OF ARPA COMMUNITY VIOLENCE INTERVENTION FUNDS

A. PURPOSE

The purpose of ARPA CVI funds is to invest in the health, safety, and resilience of Oregon by supporting community-based organizations and programs within federally recognized Tribal Nations in Oregon that specialize in evidence-informed community violence intervention and prevention. This could include specific programming and services that address gang and/or firearm violence.

This includes, but is not limited to:

- Afterschool programs
- Group violence interventions
- Hospital-based violence interruptions programs
- Job training and employment programs
- Neighborhood change agent programs
- Street outreach
- Mediation training
- Mentoring programs
- Restorative justice programs
- Reentry services

Applicants are encouraged to think creatively about how the funds can be used to address the needs of participants served.

B. PROJECT PERFORMANCE PLAN

Grantees will submit a completed Project Performance Plan **as part of their ARPA Community Violence Intervention application**. Oregon Department of Administrative Services requires completion of this form. You will submit this plan with the application in E-Grants. The plan will include:

- a) Problem Statement
- b) Goal
- c) Rationales
- d) Assumptions
- e) Resources
- f) Activities
- g) Outputs
- h) Short-Term Outcomes
- i) Intermediate Outcomes
- j) Long-Term Outcomes

C. ALLOWABLE AND UNALLOWABLE SERVICES AND COSTS

1. ALLOWABLE COSTS

These ARPA CVI fund costs must be directly related to CVI and be used to expand existing capacity. This could include specific programming and services that address gang and/or firearm violence.

The resource list below provides applicants with information about some different CVI models. Applicants may already have a CVI program that works for their area. The applicant may decide what approach will work best to serve their participants.

Some of the ways the funds may be used include, but are not limited to:

- Afterschool programs
- Group violence interventions
- Hospital-based violence interruptions programs
- Job training and employment programs
- Neighborhood change agent programs
- Street outreach
- Mediation training
- Mentoring programs
- Restorative justice programs
- Reentry services

Examples of allowable costs include, but are not limited to:

- Staffing
- Equipment and supplies
- Capital projects
- Purchase of vehicles to take participants to job training, school programs, field trips
- Computers and printers to support participants in job and school programs
- Mentor/Mentee field trips
- Training

Please contact a Fund Coordinator at cvi@doj.state.or.us with any questions around the allowability of specific costs.

2. UNALLOWABLE COSTS

ARPA CVI funds are available exclusively to assist organizations to expand existing capacity to provide CVI specific programming and services. This could include those that address gang and/or firearm violence. Funds may not be used for any other purpose. Grantees are encouraged to consider how other funding may work in concert with ARPA CVI funds to help address the full range of community needs.

The following costs are unallowable uses of ARPA CVI funds:

- Paying any costs that are unrelated community violence intervention and prevention
- Paying any costs that are outside of the scope of the approved grant
- Fundraising
- Lobbying
- Research

D. RESOURCES

1. Bureau of Justice Assistance, U.S. Department of Justice, Community Based Violence Intervention and Prevention Initiative (CVIPI)

<https://bia.ojp.gov/program/community-violence-intervention/overview>

2. Vera Institute of Justice

<https://www.vera.org/community-violence-intervention-programs-explained>

3. Centers for Disease Control and Prevention

<https://www.cdc.gov/violenceprevention/communityviolence/index.html>

SECTION V: SUBMISSION INFORMATION

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

Monday, April 24, 2023
By 11:59 p.m., Pacific Standard Time

CVSSD staff are not available for assistance after 5:00 p.m.

Please review the DOJ CVSSD [E-Grants Applicant User Guide](#) for instructions on how to submit your application. Please schedule enough time to negotiate computer difficulties. **CVSSD staff are not available for assistance after 5:00 pm.**

CHECK THE APPLICATION CAREFULLY BEFORE SUBMISSION.

SECTION VI: APPLICATION REVIEW AND AWARD DECISIONS

A. APPLICATION REVIEW PROCESS

This Request for Applications is non-competitive, and as such applications will be approved if they meet the eligibility requirements. **If the number of requests received exceeds the funds available, DOJ CVSSD may need to adjust downward the level of the grant award to ensure some level of funding for all qualified applicants.** Applications are reviewed internally by DOJ CVSSD Community Violence Intervention Fund Coordinators and staff. In addition to the application, DOJ CVSSD staff may review previous applications for DOJ CVSSD grant funds, progress and financial reports and information collected from desk reviews and site visits. DOJ CVSSD may seek clarification from applicants on an application, including asking for additional information, and may negotiate additional changes with an applicant.

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. If you are currently a DOJ CVSSD grantee, reports for all existing grants must be complete before an ARPA Community Violence Intervention Funds 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 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. To 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. This 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 included in this section (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 in a timely manner.

C. REPORTING REQUIREMENTS

Grantees must describe grant-funded project activities through quarterly and annual reports. Reports will be submitted through the DOJ CVSSD E-Grants system and will include Narrative, Performance Measure, and Statistical Reporting. Some of the forms are required by the Oregon Department of Administrative Services (DAS). CVSSD will conduct a reporting requirement training for grantees in July 2023. The dates and times of the training will be included in the grant award notification. Grantees are required to attend one training session.

1. QUARTERLY REPORTS

A. FINANCIAL/EXPENDITURE REPORTS

(reported using DAS required template found [here](#)):

- a. Quarterly obligation amount
- b. Quarterly expenditure amount
- c. Projects
- d. Primary location of project performance
- e. Detailed expenditures

B. PROJECT STATUS UPDATE

(reported using DAS required template found [here](#)):

- a. Status of project: not started, completed less than 50%, completed 50% or more, completed
- b. Progress since last update including project outputs and achieved outcomes

- c. Identify barriers/risks to outcomes and describe actions taken to mitigate delays/risks to the overall project goal
- d. Optional: Share any community outreach/engaged or other positive local news stories.

2. ANNUAL REPORTS

A. PERFORMANCE MEASURES (reported using DAS required template found [here](#))

Grantees shall submit a report annually on the following:

- 1. How the Project is Promoting Equitable Outcomes, if applicable
- 2. How the Project is Engaging with the Community, if applicable

B. STATISTICAL REPORTING

Grantees will complete a check-box report that identifies categories of services provided with CVI funds. This report will be available on E-grants and needs to be completed and submitted annually and at the end of the grant.

3. END OF GRANT REPORT

Grantees will complete a report at the end of the grant award period that describes the work of the project and addresses accomplishment of the activities and outcome measures described in the Project Performance Plan.

4. REPORTING SCHEDULE

The complete reporting schedule is as follows:

Report	Report Period and Due Date
Quarterly Reports (Financial/Expenditure Reports and Project Status Update) *NOTE: ongoing quarterly financial reports will be required until all payments on funds obligated by December 31, 2024 have been made.	July 1, 2023 – Sep 30, 2023 (due Oct 15, 2023) Oct 1, 2023 – Dec 31, 2023 (due Jan 15, 2024) Jan 1, 2024 – Mar 31, 2024 (due Apr 15, 2024) Apr 1, 2024 – Jun 30, 2024 (due July 15, 2024) Jul 1, 2024 – Sep 30, 2024 (due Oct 15, 2024) Oct 1, 2024 – Dec 31, 2024 (due Jan 15, 2025)*
Annual Reporting (Performance Measures and Statistical Reporting)	Jul 1, 2023 – Jun 30, 2024 (due Jul 15, 2024) Jul 1, 2024 – Dec 31, 2024 (due Jan 31, 2024)
End of Grant Report	Jul 1, 2023 – Dec 31, 2024 (due Jan 31, 2025)

APPENDIX A: GLOSSARY OF TERMS

This glossary defines terms found within this application and/or relevant to CVI work.

COMMUNITY VIOLENCE

Community violence happens between unrelated people, who may or may not know each other, generally outside the home. Examples include attacks or fights among groups and shootings in public places, such as schools and on the streets.

COMMUNITY VIOLENCE INTERVENTION AND PREVENTION (CVI)

CVI is an approach that uses evidence-informed strategies to reduce violence through custom-designed community-centered initiatives. (See <https://bjia.ojp.gov/program/community-violence-intervention/overview>)

COMMUNITY VIOLENCE INTERVENTION AND PREVENTION GUIDING PRINCIPLES

- ❖ **Community-centered:** The CVI approach must be informed by, and custom-designed to, community residents and people who are interested in CVI. Everyone involved must prioritize the needs of the community. This means social service partners are engaged to align and work together with residents and law enforcement partners to reduce violence and build community.
- ❖ **Equitable and inclusive:** Care must be taken to make sure that the community members most affected and most excluded are included in creating CVI solutions and benefiting from them.
- ❖ **Evidence Informed:** Each CVI project should be built using evidence created by multiple fields of study and a variety of methods. Evidence used to support a CVI program may include findings from research and evaluation as well as case studies, expert opinions, or recorded lessons learned from the field.
- ❖ **Effective and sustainable:** CVI programs must show measurable impacts on violence and community wellbeing, and they must have access to resources that enable responses to new and ongoing challenges over time.

CREDIBLE MESSENGER

A credible messenger is an individual with lived experiences and deep ties to the community they serve. Their believability allows them to build relationships with community residents and people who are interested in CVI and help people who are at risk of being involved in violence in a way that outsiders cannot.

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 helps increase equity across cultures by recognizing the multiple intersecting identities of survivors and examining how its own practices and policies affect the people it serves. Culturally responsive services are a complement, not a substitute for, culturally specific services.

OUTREACH

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

APPENDIX B: DEPARTMENT OF ADMINISTRATIVE SERVICES INSURANCE REQUIREMENTS

Grantee shall obtain at Grantee's expense the insurance specified in agreement prior to performing under this Contract and shall maintain it in full force and at its own expense throughout the duration of this Contract, as required by any extended reporting period or continuous claims made coverage requirements, and all warranty periods that apply. Grantee shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to Agency. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Grantee shall pay for all deductibles, self-insured retention and self-insurance, if any.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

All employers, including Grantee, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Grantee shall require and ensure that each of its subcontractors complies with these requirements. If Grantee is a subject employer, as defined in ORS 656.023, Grantee shall also obtain employers' liability insurance coverage with limits not less than \$500,000 each accident. If Grantee is an employer subject to any other state's workers' compensation law, Contactor shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

COMMERCIAL GENERAL LIABILITY:

Required

Grantee shall obtain and maintain in effect comprehensive or commercial general liability insurance covering personal injury and property damage arising from the conduct and implementation of the Project (including contractual liability coverage for the indemnity provided in this Agreement) on an occurrence basis. Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this contract, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$1,000,000.

AUTOMOBILE LIABILITY INSURANCE:

Required

If in the conduct and implementation of the Project, Grantee provides transportation for and/or transports individuals in automobiles, Grantee shall obtain and maintain in effect automobile liability insurance, including coverage for owned, hired or non-owned vehicles, as applicable. Automobile Liability Insurance covering Grantee’s business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

PROFESSIONAL LIABILITY:

Required

If in the conduct and implementation of the Project, Grantee provides professional advice or services, Grantee shall obtain and maintain professional liability insurance covering any damages caused by an error, omission or any negligent acts related to the performance of any professional services to be provided under this Agreement. **Professional Liability** covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract by the Grantee and Grantee’s subcontractors, agents, officers or employees in an amount not less than \$1,000,000 per claim. Annual aggregate limit shall not be less than \$2,000,000. If coverage is on a claims made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability insurance coverage, or the Grantee shall provide continuous claims made coverage as stated below.

ADDITIONAL INSURED:

All liability insurance, except for Workers’ Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Contract must include an additional insured endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Grantee's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 07 04 or equivalent.

WAIVER OF SUBROGATION:

Grantee shall waive rights of subrogation which Grantee or any insurer of Grantee may acquire against the Agency or State of Oregon by virtue of the payment of any loss. Grantee will obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Agency has received a waiver of subrogation endorsement from the Grantee or the Grantee’s insurer(s).

CONTINUOUS CLAIMS MADE COVERAGE:

If any of the required liability insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, then Grantee shall maintain continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of the Grant Agreement, for a minimum of 24 months following the later of:

- (i) Grantee 's completion and Agency's acceptance of all Services required under the Contract, or
- (ii) Agency or Grantee termination of this Contract, or
- (iii) The expiration of all warranty periods provided under this Contract.

CERTIFICATE(S) AND PROOF OF INSURANCE:

Grantee shall provide to Agency Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Contract. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) shall also include all required endorsements or copies of the applicable policy language effecting coverage required by this Contract. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance Agency has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Contract.

NOTICE OF CHANGE OR CANCELLATION:

The Grantee or its insurer must provide at least 30 days' written notice to Agency before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

INSURANCE REQUIREMENT REVIEW:

Grantee agrees to periodic review of insurance requirements by Agency under this Contract and to provide updated requirements as mutually agreed upon by Grantee and Agency.

STATE ACCEPTANCE:

All insurance providers are subject to Agency acceptance. If requested by Agency, Grantee shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to Agency's representatives responsible for verification of the insurance coverages required under the agreement.