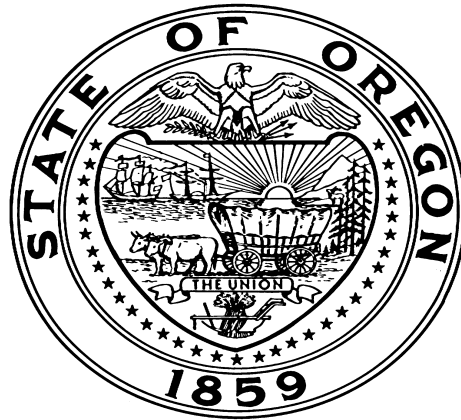


OREGON DEPARTMENT OF JUSTICE



2023-2025

CAMI REGIONAL CHILDREN'S ADVOCACY CENTER (RCAC)

**COMPETITIVE GRANT
REQUEST FOR APPLICATIONS**

APPLICATIONS DUE: May 1, 2023, 4:59 P.M. PST

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

Grant Opportunity Summary

| | |
|------------------------------|---|
| Opportunity Type: | Competitive |
| Release Date: | March 6, 2023 |
| Due Date: | May 1, 2023 at 4:59 P.M. PST |
| Award Period: | July 1, 2023 – June 30, 2025 |
| Registration: | Applicants must register in the CVSSD E-Grant System |
| Matching Requirement: | None |
| Teleconference: | March 14, 2023 See page viii for details. |
| Purpose: | This Request for Applications (RFA) is to solicit applications to provide training and complex case consultation services and statewide technical assistance and support to MDTs and CACs in Oregon. |
| Eligibility: | The state membership organization of Children’s Advocacy Centers and Children’s Advocacy Centers with capacity to sustain core CAC services while also providing training and technical assistance to CACs and MDTs within a proposed region. |

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Grant Application Resources

Request for Applications

This request for applications (RFA) provides the guidance to complete this application. It 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

Instructions on how to complete this application can be found within the application in E-Grants.

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 at:

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

Read all instructions before completing this grant application.

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 Kennedy | 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 30, 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.

Timetable for Applications, Reviews, and Awards

| DATE | ACTIVITY |
|--------------------------------|---|
| March 6, 2023 | CAMI RCAC Grant Application released |
| March 30, 2023 5 PM PST | CAMI RCAC Application amendments/clarifications due |
| May 1, 2023 4:59 PM PST | Application due through CVSSD E-Grants |
| May-June 2023 | Application Review and Award Notification |
| July 1, 2023 | 2023-25 CAMI RCAC grant period begins |

Grant Applicants' Teleconference

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 |
|-------------------------|------------------|---|
| Tuesday, March 14, 2023 | 9:00 AM-11:00 AM | <p>Join ZoomGov Meeting https://www.zoomgov.com/j/1612543189?pwd=dkxMNzkyUjhQOGFvcmdRVGJ4RFRPUT09</p> <p>Meeting ID: 161 254 3189 Passcode: 761662 One tap mobile +16692545252,,1612543189#,,,,*761662# US (San Jose) +16692161590,,1612543189#,,,,*761662# 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: 161 254 3189 Passcode: 761662 Find your local number: https://www.zoomgov.com/u/a3zv9kG4C</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. 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)

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

I. Overview

A. Introduction

This grant is for delivery of regional services during the grant period from July 1, 2023 through June 30, 2025.

A Regional Children's Advocacy Center (RCAC) is defined in ORS 418.782 (6) as a facility operated by a children's advocacy center that meets the facility standards described in ORS 418.788 (Grant application) and is selected by the Child Abuse Multidisciplinary Intervention Program to provide training and complex case assistance.

B. Purpose

The CAMI RCAC grant is intended to provide training and complex case assistance to Multidisciplinary Teams (MDTs) and Children's Advocacy Center (CACs). Direct CAC services, such as assessments in noncomplex cases, are not supported by this grant and RCACs are not obligated by the RCAC grant to provide those services.

C. History of RCACs and Core Services

RCACs (originally called Regional Service Providers or RSPs) were created by the legislature in 1991 to provide support to CACs and MDTs. Funding was not provided for RCACs until 1997, when a slight increase in unitary assessment fines provided the necessary revenue.

The first RCAC Request for Applications (RFA) was issued in 1998 by the Department of Human Services (DHS). As a result of that RFA, CARES NW in Portland, KIDS Center in Bend, and the Jackson County Children's Advocacy Center in Medford were selected to provide regional services. Contracts for these services were for six year project periods and expired August 31, 2006. In 2002, the CAMI Program was transferred from DHS to the Oregon Department of Justice (DOJ).

In the spring of 2006, DOJ implemented a grant application process for RCAC grants. CARES NW, KIDS Center, and Jackson County Children's Advocacy Center were granted new awards. In the course of the application process, DOJ informally gathered feedback from the CACs, RCACs, and MDTs throughout the state. Through this process, DOJ learned that the needs of CACs and MDTs had changed significantly during the initial six year RCAC project period. In 2006, some CACs and MDTs indicated the current RCAC system was working well for them, but others reported that their needs for regional services were not being met.

As a result of this feedback, the CAMI Advisory Council (AC) and DOJ decided to review regional service delivery in Oregon through a needs assessment. The objective of the needs assessment was to solicit information from MDTs, CACs, RCACs, and community partners regarding the status of RCAC service delivery in Oregon.

The data collected in the needs assessment survey was thoroughly reviewed by DOJ and the CAMI AC. They concluded that the term "regional services" needed further definition to clearly and explicitly delineate expectations for those delivering and receiving the services. As a result of the assessment, the CAMI AC and DOJ identified the following core services:

- Complex case consultation
- Peer review for forensic interviewers and medical assessments
- Forensic child interviewing training
- Medical assessment training
- Referral and information
- Outreach
- Expert witness testimony and referral

The 2008-2011 application reflected the newly defined core services.

The 2011-2013 RFA maintained the format and expectations established after the needs assessment and made formal with the 2008-2011 RCAC grant period. Additionally, with the 2011-2013 grant awards, the number of RCACs increased from 3 to 5 with the addition of Mt. Emily Safe Center in La Grande and Kids' FIRST in Eugene.

In 2013-2015 RCAC grants were awarded through a continuation of the 2011-2013 grant to allow for ongoing implementation of the Oregon Child Forensic interviewer Training (OCFIT) which began in January 2013. As such, the expectations in 2013-2015 were again largely the same as the previous grant period with the notable exception that provision of expert witness referral/testimony was omitted from core services to partially balance the additional demands on RCACs created by required participation in OCFIT. During the 2013-2015 grant cycle, the CAMI Program, with the support of the CAMI AC, redirected 5% of RCAC budgets to the Oregon Network of Children's Advocacy Centers (Now Oregon Child Abuse Solutions or OCAS) to help support delivery of OCFIT.

Core regional services were reviewed again during the 2017-19 grant period and legislative changes were requested to further refine definitions of regional services and to allow the CAMI Program to include OCAS in the grant making process. Beginning with the 2021 grant cycle, the RCAC grant includes the opportunity to fund statewide coordination and support for the training and technical assistance provided through the grant.

D. Service Regions

Service regions for RCACs are established based on the proposals submitted by RCAC grant applicants and the needs of the MDTs and CACs around the state. The number of RCACs and the distribution of the service regions is not dictated by statute or rule. Current service regions can be found on the CVSSD CAMI web page <https://www.doj.state.or.us/crime-victims/grant-funds-programs/child-abuse-multidisciplinary-intervention-cami-fund/>. RCACs may submit a proposal for a service region that differs from the current regions. It is highly recommended that the RCAC consult with the CACs, MDTs, and other RCACs which would be directly affected by the change prior to submitting a grant outlining a new service region. An applicant may be asked to revise the service area and the budget during the grant application modification period.

E. Funding and Allocations

CAMI RCAC grant funds come 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.

Like the CAMI MDT grant, the CAMI RCAC grant award amounts are currently determined based on a variation of the "base plus" formula DOJ CVSSD uses to distribute all CFA dollars to its grantees. This formula originated out of the 2006 joint DOJ/DHS equity study. For MDT grants, each county receives a base amount of funding plus an additional amount determined by the county's population under age 18. RCAC budgets are based on the counties in their service region. Each RCAC receives a funding amount determined by the population under 18 and the geographical area of the counties in the region. The funding earmarked for statewide coordination and support is based on the amount of funding historically available to support CACs' statewide coordination provided by their membership organization. (see II. Eligibility Criteria, C. Budgets below for estimated budget information)

II. ELIGIBILITY CRITERIA

A. Basic Requirements

CAMI Program RCAC grant applicants must meet the following eligibility criteria:

Be a public or private non-profit agency:

1. that has demonstrated the ability to provide quality community assessment services for a period of at least two years,
 2. whose mission includes the provision of services to victims of child abuse and neglect, and
 3. that has sufficient capacity and expertise within its staff to provide education, training, consultation, technical assistance, and referral services for CACs and MDTs in the proposed region;
- OR
1. that has demonstrated the ability to provide coordination and support to children’s advocacy centers and regional children’s advocacy centers, and
 2. is a statewide membership organization for CACs.

Expertise

Expertise often resides with individuals, not organizations. For example, an organization may qualify as a RCAC and receive a grant award in part because the RCAC employs a physician with professional training and credentials coupled with several years of experience. The RCAC may, during the grant period, lose that expertise should that physician no longer associate with the RCAC. In such situations, the CAMI Program may put the RCAC’s grant in conditional status pending securing replacement of the lost expertise. A prolonged period in which the RCAC is unable to secure new expertise may result in loss of the RCAC grant. It is the duty of the grantee to timely advise the CAMI Program of staff changes that would affect grantee’s basic eligibility as outlined above. The grantee should also bring any organization changes that may affect provision of RCAC services to the attention of the RCAC group. As staff changes are inevitable, the CAMI Program may allow an RCAC to subcontract with experts outside their organization to cover RCAC commitments while a permanent replacement is sought and the RCAC should be prepared to redirect RCAC grant funds to cover these costs.

B. Core Regional Services

The RCACs provide child forensic interview training¹ including the Oregon Child Forensic Interviewer Training which is mandatory for child forensic interviewers who conduct interviews in CACs. It is based on the Oregon Interview Guidelines. RCACs also provide medical assessment training, peer review for child abuse medical professionals and forensic interviewers, complex case consultation, and referral and information services.

Complex Case Consultation: Per OAR 137-083-0010, a complex case is one in which the local CAC or the local multidisciplinary team determines the need for assistance from a regional services provider to perform or complete a child abuse medical assessment or to evaluate, diagnose, or treat a victim of child abuse. “Consultation” means discussions between a RCAC and multidisciplinary team members or staff from a community center regarding individual cases involving child abuse, child abuse medical assessments or related topics.

Peer Review for Forensic Interviews and Medical Assessments: Peer review is a forum for professionals to come together to review forensic interviews and medical assessments and provide constructive feedback to the persons conducting the interview or assessment. Peer reviews may be conducted in person, via teleconference or online.

Oregon Child Forensic Interviewing Training: Participation in delivery of the OCFIT statewide training program is the primary way RCACs satisfy the core requirement to provide training. RCACs are expected to provide an experienced interviewer from their staff or contract with an experienced trainer to provide the training. Specialized training on topics such as interviewing children with disabilities may also be requested by constituents and may be provided by the RCAC. The RCAC may use their own expert to provide this training, provide a referral to a qualified instructor or training, or contract with an interviewer or agency to provide this specialized training.

¹ Interviewers who conduct child forensic interviews outside of CACs are also strongly encouraged to complete this training.

Medical Assessment Training: RCACs shall provide training regarding the medical assessment of children. This training would be largely based upon the Oregon Medical Guidelines and may be conducted by a medical practitioner within the center providing regional services, or by a practitioner the center contracts with to provide the training within the proposed service region. For more specialized training on this topic, the center providing these services may use their own medical expert, provide a referral to a qualified instructor or training, or contract with a practitioner or agency to provide this specialized training.

Referral: The needs of MDTs and CACs vary and there may be service requests that the RCAC is unable to meet. In some cases the CAC will not have the expertise or resources to fulfill the service request, in other cases the service request may fall outside of the core regional services and the obligation of the RCAC. In these cases, the RCAC is expected to assist the constituent in finding resources responsive to their request.

Outreach: RCACs are responsible for conducting outreach to the MDTs and CACs in their service region. Through outreach, the RCAC must:

- Establish a point of contact within each MDT and CAC in the region.
- Convey what services they have to offer MDTs and CACs in the region.
- Gather information regarding what core regional services might be needed from each MDT and CAC in the region.
- Follow up with MDTs and CACs in the region on a regular basis to find out if they have any service requests.

RCACs must complete at least one in-person visit to each MDT annually.

For more information on these services, see appendix B to the RCAC MOU.

Statewide Coordination and Support: Applicants to provide statewide coordination and support must outline a proposal for coordination and support of the above listed services.

C. Budgets

Applicants for the RCAC grant must submit an application that includes a budget consistent with the services proposed. The 2023-25 CAMI Budget will not be available for several months. For budget planning, applicants should use the budget estimate for the region to which they are applying to provide services. Budget estimates are listed below based on current grant allocations (rounded to the nearest \$10.00). Proposed changes to the service region or regions will result in changes to budget amounts. Such proposed changes will be considered by the CAMI AC and budgets will be adjusted to reflect the service area prior to finalizing the grant awards.

| Region | Current Grantee | Allocation |
|-----------|-----------------------|---------------|
| 1(A) | Mt. Emily Safe Center | \$ 167,160.00 |
| 2(B) | KIDS Center | \$ 137,540.00 |
| 3(C) | Jackson Co. CAC | \$ 161,720.00 |
| 4(D) | CARES Northwest | \$ 635,780.00 |
| 5(E) | Kids FIRST | \$ 160,910.00 |
| Statewide | OCAS | \$ 180,000.00 |

D. Use of Funds

Allowable and Unallowable Costs:

Allowable cost are those associated with the provision to MDTs and CACs within the service region of consultation, education, training, referral, technical assistance or other services approved by CVSSD. Grantees must spend CAMI grant funds according to the budget approved by DOJ CVSSD in the RCAC's grant application. RCACs should focus on services to support and assist CACs and MDTs as outlined in the RCAC Core Services and their RCAC grant application. CAMI RCAC funds are not intended to support clinical services that are generally considered CAC services (in other words, direct services). Grantee must be prepared to articulate how any and all costs attributed to the RCAC grant benefit and further the purposes of the CAMI RCAC grant program.

| Allowable | Unallowable |
|---------------------------------|--|
| Personnel | Direct CAC services |
| Travel | Any portion of equipment not used exclusively for regional services |
| Equipment (purchase and rental) | Out of state travel or training without prior approval of CAMI Program |
| Rent | |
| Administrative Costs | |
| Indirect Costs | |
| Contractual Services | |
| Postage | |
| Printing and Copying | |
| Office Supplies | |
| Communication | |

RCACs may use CAMI funds to strengthen the functioning of their region's MDTs through training and/or consultation. CAMI particularly encourages cross training that involves team members from different agencies/disciplines within the team, or among neighboring MDTs. CAMI encourages MDTs to access the training opportunities offered by their RCACs.

Federal per diem rates <http://www.gsa.gov/portal/category/100120> should be used for grant related travel expenses. Travel on common carriers such as planes and trains must be coach class per consistent with the limitations of the Oregon Accounting Manual <https://www.oregon.gov/das/Financial/Acctng/Documents/40.10.00.pdf>. If the RCAC elects to pay for travel costs that exceed the federal per diem rate, the RCAC should only do so in circumstances that are reasonable and justified. The grantee should maintain records of such approvals and their justifications for audit purposes.

Out of state travel paid for with CAMI funds must be pre-approved. Planned out of state travel or training should be included in the application budget along with the justification for travel out of state. If the training is included in your grant application budget, then approval of the grant application without any notation re: planned travel budget modification is considered approval of the proposed travel. Approval of out of state travel or training planned after the application is approved may be requested through the grant amendment process. Approval should be obtained prior to obligating funds, if funds are obligated prior to approval by CVSSD, grantee risks not being reimbursed for the expense.

CAMI RCAC funds may be used to pay for the portion of staff costs including salary and employer portion of FICA, worker's compensation, unemployment and health insurance, short/long term disability, retirement, etc. commensurate with the percentage of time the staff member is working exclusively providing regional services.

CAMI grant funds may not be used as replacement revenues for currently available funds previously allocated by the counties for child abuse intervention [ORS 418.746 (2)].

CAMI funds may not be used for non-regional service expenses. Equipment may not be purchased with CAMI funds for non-regional services uses. CAMI funds cannot be spent on training for purposes unrelated to child abuse intervention.

CAMI RCAC funds may be used to pay for continuing education, professional liability insurance, and professional association fees reasonably related to delivery of RCAC services.

The RCAC may propose to use CAMI Program grant funds directly for RCAC purposes or may contract as necessary to provide services.

Reminders:

Direct Services: The RCAC is not responsible for providing direct medical assessment services to counties in their region.

CAMI requirements for CACs regarding OCFIT: When MDTs allocate CAMI funds to CACs, the MDT shall ensure that the CAC's Forensic Interviewers meet minimum educational qualifications. CAC interviewers must be trained in the Oregon Child Forensic Interviewer curriculum prior to conducting interviews. These requirements can be found in the appendices to the [Oregon Interviewing Guidelines](#). Additionally, per ORS 418.792 the MDT must ensure that there is at least one medical practitioner at the CAC trained in evaluation, diagnosis and treatment of child abuse and neglect and who has committed to attend annual continuing education courses on evaluation and diagnosis of child abuse and neglect.

Audits: If the grantee is subject to an independent audit, a copy of the audit report must be made available to the CAMI Program Coordinator upon request.

E. CVSSD State Funding Requirements

Applicants eligible for these funds must fulfill the following CVSSD requirements:

1. **Access to Effective Services:** Ensure meaningful access to services for all victims of crime across the State by responding appropriately to requests for assistance (e.g. completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.
2. **Good Fiscal Management:** Maintain adequate funding, keep financial records, and comply with grant reporting requirements. Applicants with deficiencies in timely and accurate reporting in previous grants may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is awarded.
3. **Financial, Data and Outcome Reporting:** Submit quarterly financial, statistical, and outcome measures reports and narrative reports on services provided specific to the staff positions supported by those funds.
4. **Confidentiality Policies and/or Procedures:** Maintain and enforce policies and procedures that protect the confidentiality and privacy of persons receiving services and that prohibit disclosure of personally identifying information or individual information collected in connection with services requested, used, or denied without the

informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits.

5. Compliance with Relevant Federal and State Laws (Civil Rights, ADA, etc.): By submitting an application, applicants will signify their intent to comply with relevant federal and state laws.

6. Insurance Requirements: Maintain Worker's Compensation and General Liability insurance and other insurance as specified in the Grant Agreement. CVSSD does not collect Certificates of Insurance but may request verification during a site visit.

7. Training Requirements: Provide training to all grant-funded staff, volunteers/interns and board/governing body members, as appropriate. Staff and volunteers will be assessed for readiness to provide direct services. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff Roster and the Board/Governing Body Roster in the E-Grants system both require information on completion of training requirements for each staff person and board/governing body member.

III. GENERAL E-GRANTS APPLICATION INSTRUCTIONS

Applications must be completed and submitted through the CVSSD E-Grants system. Instructions for completing all forms in this application can be found at the end of this RFA.

E-Grants Agency and User Registration. Applicants must register in the CVSSD E-Grants system. An applicant organization should only register one time; do not create multiple Organization accounts within the Oregon CVSSD E-Grants system. Only the "Authorized Official" can create a user account and gain access to the CVSSD E-Grants system. The following instructions will guide the applicant in completing the 2023-25 CAMI RCAC Grant Application.

If you are a new eligible applicant and currently do not receive CVSSD grant funds you must register in the CVSSD E-Grants system at www.CVSSDegrants.com. Please refer to the CVSSD Grant Applicant User Guide to assist you through the registration process. Allow 24 hours for processing of registration.

All applicants must update the Organization and Member Information in the CVSSD E-Grants system. An agency must, at a minimum, annually review the agency's contact and member profile information including deactivating staff no longer associated with the agency. This process should be done prior to beginning the Application.

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

E-Grants 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 completed and all errors are corrected. The application is not submitted until this step is completed.

E-Grants REQUIRED DOCUMENTS: All required documents for this application are stated in E-Grants. 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 first.

TECHNICAL ASSISTANCE REGARDING THE E-Grants SYSTEM

Technical assistance can be obtained by:

- Accessing Form Instructions in the Request for Application section of the application;

- Using the E-Grants Applicant User Guide;
- Contacting a CVSSD Fund Coordinators regarding application contents;
- Contacting E-Grant Help Desk at 1-866-449-1425 or azhelpdesk@agatesoftware.com.

Applications must be submitted electronically through the CVSSD E-Grants 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.

- Applications must be submitted electronically through the CVSSD E-Grants system. The application will not be accessible after the application deadline. **Once an application is submitted it will enter into a “read-only” status and cannot be changed. Late applications will not be accepted.** For information on *Submitting your Application* see the CVSSD E-Grants Applicant User Guide https://www.doj.state.or.us/wp-content/uploads/2022/08/E-Grants_Applicant_User_Guide.pdf.
- Most of the required information for this application can be found in the CVSSD E-Grants system. However, organizations must upload certain documents as requested in the Upload section of this application. Please **DO NOT** attach any documents that have not been requested unless directed by DOJ CVSSD.
- Before DOJ CVSSD will issue a new award, all outstanding grant reports must be completed.
- Applicants may be issued conditional awards and/or grant agreements with additional conditions.
- A “Fiscal Officer” is the person in the organization who is legally responsible for reporting on the financial activities of the organization. This person also makes sure that the fiscal records comply with Generally Accepted Accounting Principles (GAAP), CAMI guidelines and all other requirements as stated by DOJ CVSSD.
- DOJ CVSSD has the right to make or deny an award without talking to the applicant first.
- By submitting an application, an agency agrees to comply with all DOJ CVSSD grant agreement requirements.
- DOJ CVSSD staff will respond to questions with respect to RFA clarifications and the CAMI MDT grant process. However, the DOJ CVSSD staff cannot review and/or edit grant applications before they are submitted.

Key Things to Remember When Completing this Application in E-Grants

- After saving a form, if there are errors, DOJ CVSSD E-Grants will provide messages at the top of the page directing the applicant to errors on a form.
- When you save before completing a form, any incomplete but required information will appear as an error. Once you complete that section appropriately and resave the form, those errors will be resolved.
- The E-Grants system will not allow an application to be submitted with error messages on any form within the application.
- Required fields have an asterisk (*), however, depending on the application, other fields may need to be completed as well.
- Remember to click “**Save**” frequently to save the information you have entered. The system will not save information if you go to the next page without saving. **Click on “Save” every time you think of it.**
- An applicant may want to consider completing narrative sections in a word processing program and pasting it into the appropriate section. Because the text boxes have limited character counts, using the character counting tool in a word processing program when creating your response may be helpful. Please see the CVSSD E-Grants Applicant User Guide: “Application form completion: Copy and Paste” for additional information on this topic.

- If the system is left idle it will time out. Should the system time out, any unsaved information will be lost.
- Remember to have a person, other than the writer of the grant, review the application.

IV. SUBMISSION INFORMATION

CAMI RCAC grant applications must be submitted electronically through the CVSSD E-Grants system. For instructions on how to submit your application, please review the “Submitting your Application” section of the [CVSSD E-Grant Applicant User Guide](#).

V. REVIEW OF APPLICATIONS

RCAC Grants are competitive and applications are scored by a review panel. The panel will make recommendations to DOJ to award RCAC grants to the highest scoring applicants unless written explanation of an alternative recommendation is provided by the panel to DOJ. All applicants will be notified in writing if they have or have not been selected to receive a RCAC grant shortly after the review has been completed. Applicants may contact CAMI Program Coordinator Robin Reimer to request informal feedback and technical assistance regarding their grant applications following the awards announcement. DOJ reserves the right of the final award decision. This may include consideration of other factors beyond those considered by the reviewers. If so, a written explanation will be provided to the applicants. DOJ also reserves the right not to issue any award.

All applicants have the right to a review of the award decision made by DOJ. If an applicant wishes to request a review after receiving notification of the decision regarding the selection of the awardees, pursuant to OAR 137-083-0050, the applicant should make a written request to CAMI Program Coordinator Robin Reimer within thirty (30) days after receiving notification of the award decision.

When DOJ is notified that an applicant has requested a review, a meeting will be scheduled with the CAMI Program Coordinator and up to five members of the CAMI AC who do not have a conflict of interest regarding the RCAC grant applications. Every effort will be made to have the meeting occur within thirty days of the review request. If the matter is not resolved at the end of the meeting, the applicant may request a review of the issue by the State 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 thirty days following notification of the results of the meeting with the CAMI Program Coordinator.

Reservation of Rights

DOJ CVSSD reserves the right to:

- 1) Seek clarifications of each application, and/or award a grant contract without further discussion of the proposals submitted;
- 2) Reject any and all applications received by reason of this request, or to negotiate separately in any manner necessary to serve the best interest of the public;
- 3) Determine, 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.

VI. AVAILABILITY AND DISBURSEMENT OF FUNDS

The amount awarded to each RCAC cannot be determined until DOJ CVSSD receives the final allocation from the state. Typically, financial numbers at the state level are finalized in late summer. As a result, actual availability of funds may be

delayed until final awards from the state are made. MDT grant application budgets submitted in April may need to be revised when the final CAMI Program budget is available. CAMI Program staff will work with RCACs and provide as much information as possible to prepare for budget revisions when final figures are available. For budget-planning purposes, CVSSD requests applicants use the estimated budgets provided by CVSSD.

Upon review and approval of the RCAC application and final budget, DOJ will issue grant award documents that provide for the transfer of funds from DOJ to a designated fiscal manager. This fiscal manager is an entity authorized to carry out the fiscal/administrative function for the RCAC.

Award Conditions

A. Timely Completion of Grant Award Documents

All grant awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by an applicant and by the Department designee. If all required 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 conditionally awarded funds.

Before the CVSSD will issue an award or release a payment, reports for all existing awards issued by that Department must be completed. The schedule for reporting requirements across all funds is located on the CVSSD website: <https://www.doj.state.or.us/crimevictims/for-grantees/reports-and-publications/>

B. Incomplete or Nonconforming Applications

The State of Oregon reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal or all items proposed, if deemed in the best interest of the State of Oregon to do so. Failure of the applicant to provide information requested in the application shall be the responsibility of the applicant agency, and may result in disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee grant funding. 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, DOJ CVSSD may withdraw the award and has the authority to reallocate the funds that were conditionally awarded to the applicant.

C. Conditional Awards

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.

The applicant will be notified that the applicant's award will be finalized and sub-award document executed only if the conditions are satisfied in a timely manner. The notice shall specify the conditions to be satisfied by the applicant and the date by which each condition must be satisfied. If the conditions are satisfied within the prescribed time frame, the award will be finalized and award documents can be executed. Applicants who do not satisfy award conditions by the date specified shall be notified in writing that the conditions have not been satisfied and the conditional award has been withdrawn.

Payment of Awards

All payments are contingent upon funds being appropriated and available for distribution. Payments are equal quarterly payments made when CVSSD approves the submitted quarterly financial report and all required progress and statistical reports due for that reporting period.

VII. ADDITIONAL GRANTEE REQUIREMENTS

A. Reporting Requirements

RCAC grantees are required to submit quarterly financial and statistical reports. The reporting schedule can be found [here](#).

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 DOJ CVSSD Grant Agreement.

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. CVSSD may also reduce the award proportionately to the period for which reports were not submitted in a timely manner.

All reports will be submitted electronically through the CVSSD E-Grants system.

B. MOUs

RCAC grantees are required to sign a Memorandum of Understanding for Regional Children’s Advocacy Centers (a template for which is available in E-Grants and attached to this RFA).

RCAC grantees are required to participate in quarterly in-person and as frequently as monthly telephonic RCAC meetings.

RCAC grantees are required to participate in the Oregon Child Forensic Interviewer Training sign the OCFIT Memorandum of Understanding among the RCACs, OCAS and the DOJ, a template for which is available in E-Grants and attached to this RFA.

A. GRANT MONITORING

CVSSD will monitor each grantee. The objective of monitoring is to support program development, provide technical assistance, and 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. CVSSD monitoring includes financial and administrative risk assessments, one or more financial report verifications, policy and procedure reviews, and on-site visits. Grantees will be contacted by their assigned fund coordinator well in advance of a site visit being scheduled. A Grant Monitoring Checklist can be found on the CVSSD website <https://www.doj.state.or.us/crime-victims/for-grantees/grant-guidance-documents/> under “Monitoring.” This list is not all-inclusive and will be updated as information changes.

VIII. APENDICES

Appendix A: CAMI Regional Children's Advocacy Center Memorandum of Understanding

I. Introduction

This Memorandum of Understanding (MOU) sets forth the terms of an agreement among the Regional Children's Advocacy Center Grantees as reviewed and approved by the Oregon Department of Justice **Crime Victim and Survivor Services Division CAMI Program**.

The purpose of this MOU is to outline the roles and responsibilities of the parties and to provide clarification and guidance to the collaborative efforts of the parties in the development and support of regional services to multidisciplinary child abuse intervention teams (MDTs) and children's advocacy centers (CACs) in Oregon.

II. Background

Per ORS 418.782 (6), "Regional children's advocacy center" means a facility operated by a children's advocacy center that meets the facility standards described in ORS 418.788 (Grant application) and is selected by the Child Abuse Multidisciplinary Intervention Program to provide training and complex case assistance.

RCACs were created in 1991 when the legislature identified a need for the services listed above to be provided to CACs and MDTs. Funding was provided for RCACs beginning in 1997 when a slight increase in unitary assessment fines provided revenue for this funding.

The first RCAC Request for Proposals (RFP) was released in 1998 by the Department of Human Services. Through this RFP, CARES Northwest in Portland, KIDS Center in Bend, and the Children's Advocacy Center of Jackson County in Medford were selected to provide regional services. Contracts for these services were for six year project periods and expired August 31, 2006.

In 2002, the CAMI Program was transferred from the Department of Human Services to the Department of Justice.

In the spring of 2006, the Department of Justice implemented a new grant application process for RCACs. CARES Northwest, KIDS Center, and the Children's Advocacy Center of Jackson County were awarded grants. In the course of the application process, the Department of Justice informally gathered feedback from the CACs, RCACs, and MDTs throughout the state. It was discovered through this process that the needs of CACs and MDTs had changed significantly during the initial six year project period.

Some CACs and MDTs indicated the delivery system for regional services was working well for them, others reported that their needs for regional services were not being met. As a result of this feedback, the CAMI Advisory Council and the Department of Justice decided to conduct a review of regional service delivery in Oregon through a needs assessment. The objective of the needs assessment was to solicit information from MDTs, CACs, RCACs, and community partners regarding the status of RCAC service delivery in Oregon.

The Department of Justice and the CAMI Advisory Council thoroughly reviewed the data collected in the needs assessment. They concluded that the term "regional services" needed further definition to more clearly and explicitly delineate expectations for those delivering and receiving the services. The Department of Justice and the CAMI Advisory Council identified the following regional services to be provided by RCACs:

- Complex case consultation
- Peer review for forensic interviewers and medical assessments
- Forensic child interviewing training
- Medical assessment training
- Referral and information
- Outreach
- Expert witness testimony

In February 2008 an RFP was issued for a three year regional services project period from July 1, 2008 through June 30, 2011. Five CACs were selected: CARES Northwest, Jackson County Children's Advocacy Center, KIDS Center, Kids FIRST, and Mt. Emily Safe Center.

Since 2008, the grant application has required a commitment from the RCACs to work toward coordinating services. To support that effort, RCAC directors were required to meet quarterly. In addition, the RCACs were expected to develop a system for invoicing one another for services provided outside their respective regions.

The first quarterly meeting between DOJ and the five RCACs occurred August 13, 2008 in Salem. At that meeting the group decided to draft a memorandum of understanding to help guide the collaborative and coordinated delivery of regional services in Oregon. Since then, the RCACs have executed an RCAC MOU along with their Grant Agreements at the start of each grant cycle.

Over time, the CAMI Program, the RCACs, and Oregon Child Abuse Solutions (OCAS) have developed close working relationships. Required meetings increased to include monthly telephone conferences during the months between quarterly in person meetings. In 2012, the partners began collaborating to deliver standardized forensic interviewer training, commonly referred to as OCFIT, statewide. Beginning with the 2013-15 grant cycle, the CAMI Program removed expert witness testimony from the core services. In the 2015-17 grant cycle, the definitions of regional services were further clarified and a document defining those services (attached) was developed.

As the last review of regional services was completed in 2006, the CAMI Program and the RCACs, with the support of the CAMI Advisory Council, agreed to a continuation of the 2015-17 grant to allow time for review and reevaluation of core services delivery and a pilot of any changes during the 2017-19 grant period. The CAMI Program, the RCACs, and OCAS agreed to work together during 2017-19 to solicit and evaluate input on current regional services, develop a plan for changes to the grant as needed, and implement recommended changes. During the 2017-18 grant year, the CAMI Program, the RCACs, and OCAS completed a needs survey of the state and in response to the results of that survey agreed to proposed statutory changes. Themes of equal access for all children, standardization of resources and information, and fostering relationships across the state emerged as overarching goals for the RCAC grant. During the 2018-19 grant year, the CAMI Program, RCACs and OCAS completed a review of Statutes and Administrative Rules related to the RCACs and requested changes from the legislature, developed standard language for RCAC web pages, revised the RCAC progress reports, and began implementing annual in person visits to MDTs. With the release of the 2021-23 grant request for applications, statewide coordination and support is included in the grant.

III. Authority

Pursuant to ORS 418.786, the legislature provides funding through the Oregon Department of Justice **Crime Victim and Survivor Services Division CAMI Program** to the RCAC grant.

Whereas, the Oregon Department of Justice **Crime Victim and Survivor Services Division CAMI Program** is authorized to distribute funding to the parties herein, and

Whereas, pursuant to the 2021 RCAC grant application, each selected applicant is required to coordinate services with the other RCACs, and

Whereas, RCACs share a common mission of provision of services to victims of child abuse and neglect, and

Whereas, the parties recognize and agree that the coordination of efforts is necessary to provide for the most efficient and effective utilization of resources for MDTs and CACs, and

Whereas, these organizations believe that open and clear communications are crucial to the overall effectiveness of their collaborative efforts and the long-term success of RCACs, MDTs and CACs.

IV. Responsibilities

For purposes of maintaining effective statewide collaboration, the parties have established a management team. Members of the management team include the following representatives: Executive Directors/Deputy Directors of the RCACs, Project Directors/Coordinators of the RCACs, The Executive Director and Program Coordinator of OCAS, and the CAMI Fund Coordinator.

Members of the management team agree to operate as a statewide collaborative, working in recognition of the diversity which strengthens the statewide partnership, under the guiding principle that outcomes will be enhanced with increased and effective communication.

Members of the management team agree to collaborate:

To promote communication and coordination of services among RCACs;

To determine statewide priorities that reflect the diversity of regions across Oregon for the provision of core regional services;

To develop and implement a plan to ensure a clear, fair, and efficient invoicing process and procedure for regional services provided outside each RCACs assigned region (see "Oregon Regional Service Provider Agreement for Services Provided Outside Region" attached);

To promote training to MDTs and CACs based on best practice and current research;

To use RCAC funds to contract for expertise when necessary to meet the obligations committed to in the RCAC grant.

To achieve the required and desired level of collaboration, members of the management team agree:

To meet in person on a quarterly basis to develop work plans in support of the priorities noted above (Executive Directors are expected to participate at each meeting, Project Directors/Coordinators have the option of participating, and can do so via conference call or in person, depending on the location of the meeting);

To support monthly RCAC team conference calls, facilitated on a rotating basis, with an established agenda and designated responsibility for the distribution of minutes;

To increase effective communication and information sharing through video conferencing, e-mail, websites, list serves, conferences and summits;

To coordinate and standardize RCAC related reports, as necessary and appropriate to inform and educate others about RCAC activities, functions, and roles;

To continue RCAC participation on the CAMI Advisory Council by nominating one RCAC Executive Director to serve on the Council pursuant to the by-laws of the CAMI Advisory Council;

To strive for consensus in the decision-making process and resolve to exercise good faith efforts to amicably and reasonably resolve disputes;

To value the essential ability to make timely decisions and avoid unnecessary delays as a result of their collaboration;

To utilize and adhere to the agreed upon document "Oregon Regional Service Provider Agreement for Services Provided Outside Region."(attached);

To communicate timely any organization changes including but not limited to staffing changes that may impact the shared work of the RCAC grantees.

The collaborative planning process requires information-sharing and discussion. Matters which will require collaborative planning include:

- New projects or projects with new area(s) of substantive focus;
- Joint projects;
- Projects with implications outside region (e.g. statewide trainings, updates to Oregon Interviewing Guidelines);

- Other issues as they arise that are jointly determined to require collaboration.

V. Other Terms and Conditions

The parties have determined principal points of contact for communication purposes and structure for their decision-making process. Generally stated, monthly conference call representatives will be authorized or empowered to make decisions on behalf of their organization. It is the intent of the parties that, within regions, representatives will function as a team.

Members of the management team agree to be accountable to this MOU and share responsibility to bring matters forward for discussion, as necessary or appropriate to the collaborative effort.

VI. Agreement Period

This agreement shall be effective immediately upon signature by the parties and shall remain in effect until June 30, 2025.

VII. Modification/Termination

This MOU will be reviewed annually. This MOU may be modified by mutual written consent of the parties. Modifications shall be incorporated and made part of this MOU. The parties shall be updated as necessary or appropriate.

Signatures

| Organization: | | | |
|---------------|--------------------|-----------|------|
| Name | Position | Signature | Date |
| | Executive Director | | |

| Organization: | | | |
|---------------|--------------------|-----------|------|
| Name | Position | Signature | Date |
| | Executive Director | | |

| Organization: | | | |
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| Name | Position | Signature | Date |
| | Executive Director | | |

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| Name | Position | Signature | Date |
| | Executive Director | | |

| Organization: | | | |
|---------------|--------------------|-----------|------|
| Name | Position | Signature | Date |
| | Executive Director | | |

Approved as to form and substance:

 Robin Reimer, **CAMI Fund Coordinator**
Oregon Department of Justice
Crime Victim and Survivor Services Division

Date

Attachment A

RCAC Agreement for Services Provided Outside Region

This agreement outlines the terms under which [the requesting RCAC] engages [name of Consultant/Trainer or RCAC providing services] to perform professional services set forth in this Contract. This includes sending a professional from your region to another RCAC for on-site training/teaching. This Statement of Agreement is provided as a means of formalizing our mutual acceptance of responsibilities.

Describe services requested. If available, include name of trainer, description of service(s) requested, date and place of training, and deadline(s) for services requested.

RESPONSIBILITIES OF RCAC REQUESTING SERVICES

Initiate this agreement by completing relevant sections and sending it to the RCAC from whom you are requesting services.
Agree to make payment of invoice for financial remuneration within 30 days of training, according to the "Financial Considerations" outlined below.
Assist with travel and lodging logistics, if applicable.

RESPONSIBILITIES OF RCAC PROVIDING SERVICES

Sign agreement and return to requesting RCAC by date noted below.
Work with requesting RCAC to clarify and book travel arrangements, if applicable.
Provide services outlined in this agreement.
Submit invoice, including receipts, to the requesting RCAC within 15 days following training.

FINANCIAL CONSIDERATIONS

The agreed upon training faculty fee is as follows: \$_____ per day for _____ travel/training days = \$_____ total. (Rate not to exceed the federal consultant rate).
Travel to and from airports or training site will be reimbursed with receipts or at current federal mileage rate.
Lodging will be paid at the federal per diem rate.
Meal reimbursement will be based upon receipts up to the federal per diem rate.
Any other expenses must be approved in writing in advance.

The requesting RCAC is not responsible for any injury or loss the provider might incur as a result of participation in services provided.

Please sign and return this agreement by [insert date].
Your signature denotes your understanding and acceptance of this statement of agreement.

| | |
|---|------|
| Executive Director of RCAC requesting services | Date |
| Trainer from RCAC providing services | Date |
| Executive Director from RCAC providing services | Date |

Attachment B

CORE REGIONAL SERVICES

ORS 418.782 Definitions for 418.746 to 418.796

“Regional children’s advocacy center” means a facility operated by a children’s advocacy center that meets the facility standards described in ORS 418.788 and is selected by the Child Abuse Multidisciplinary Intervention Program to provide training and complex case assistance.

OAR 137-083-0010 (9) "Regional Assessment Center" means a community based Child Abuse Intervention Center (CAIC) that is also providing training, education, consultation, referral, technical assistance, and may with the approval of the Department of Justice be providing specialized assessment services for children in multiple counties.

“Regional Assessment Center,” “Regional Service Provider,” or “RSP” are terms that were previously used for what we now call “Regional Children’s Advocacy Centers” or “RCACs” and “Child Abuse Intervention Centers” are now called “Children’s Advocacy Centers” or “CACs”. In this document we will refer to RCACs and the term “core services” shall mean services required to be performed by an RCAC.

The Department of Justice gives approval to the RCACs to provide specialized assessment services for children in multiple counties. “Specialized assessment services” is an undefined term in rule. The term “specialized” distinguishes assessment services which may be provided by an RCAC from assessment services that could otherwise be provided at the local CAC. RCACs are not just an alternate place to get an assessment. Examples of “specialized assessment service” include but are not limited to cases where a second opinion is sought on a particular injury and in the course of providing that opinion, the RCAC determines that they should conduct a complete assessment to adequately diagnose and cases where an assessment or partial assessment was conducted by a medical professional less experienced in child abuse and that physician contacts the RCAC and requests that the RCAC conduct a second assessment. The primary role of the RCAC is to support and assist the CACs and MDTs, rather than to provide direct services, but in some cases, providing direct services (such as specialized assessment services) is necessary.

The CAMI Program requires that RCACs be part of a CAC that provides child abuse medical assessments, but RCAC funds are not intended to fund the activities of the CAC. An RCAC is an entity charged not with providing direct services but with providing services that support and assist the CACs and MDTs within their region. RCACs are not expected to provide direct services in the form of assessments except at the discretion of, and when deemed necessary by, the RCAC during a case consultation. MDT grantees may choose to contract with a CAC who is also an RCAC to provide direct services. However, such contracted services should be recognized as services of the CAC rather than part of that CAC’s role as RCAC.

The CAMI Program recognizes that using RCAC funds to provide training or consultation to the staff of the CAC at which the RCAC is located (as well as staff at other CACs in the region) is an acceptable use of RCAC funds if the training provided is part of the RCAC services offered to the region. However, RCAC funds cannot be used to provide medical assessments that originate within the county or counties where the RCAC is the provider of CAC services. Such services are considered CAC services and should be tracked as such.

The RCAC is expected to provide all of the core services. Where an RCAC is unable to meet a request that falls within the core services because they lack the expertise, they must arrange through contract, MOU or informal agreement to provide those services.

Below are the definitions of the core services which RCACs are required to provide and on which they are required to report to the CAMI Program. These core services are listed in the order in which they are listed in ORS 418.782 and their definitions begin, to the extent logical, with language taken directly from the administrative rule definitions in OAR 137-083-0010.

“Training and complex case assistance” includes one or more of the following:

- (a) Consultation;
- (b) Education;
- (c) Referral;
- (d) Technical assistance; and
- (e) If authorized by the Department of Justice, other services as needed.

Consultation means discussion between or among persons associated with a RCAC and persons associated with an MDT (including local CAC staff) regarding individual cases involving child abuse or possible child abuse, child abuse medical assessments, and related topics. Consultation may be sought by someone involved in a child abuse investigation who has less experience or expertise in the field (for example, a primary care physician who is conducting a child abuse medical assessment who does not regularly conduct medical assessments may seek the expertise of a RCAC provider.

Complex Case means a case in which the local CAC or the local MDT determines the need for assistance from a RCAC to perform or complete a child abuse medical assessment or to evaluate, diagnose, or treat a victim of child abuse. Assistance with difficult or complex child abuse medical assessments always begins with a consultation. If, during the case consultation, the RCAC determines that the case requires additional assistance, the RCAC may extend an offer to provide additional assistance in the form of a medical examination and/or forensic interview and/or other services as deemed necessary by the RCAC. Should the RCAC be associated with a hospital, only consults which are provided outside the regular course of business of the CAC shall be counted as complex case consultations.

Education means the provision of specialized information to individuals regarding the detection, evaluation, diagnosis and treatment of child abuse or possible child abuse. Education includes training and peer review.

Oregon Child Forensic Interviewing Training (OCFIT) Participation in OCFIT is the primary means by which RCACs satisfy the core requirement to provide training. This training is based on the Oregon Interviewing Guidelines (available from the DOJ website at: <http://www.doj.state.or.us/victims/pages/cami.aspx>) The schedule will be set by committee including CAMI administrator, OCAS Executive Director, and RCAC Directors. The training may be conducted by an interviewer from the CAC where the RCAC is located, or by an interviewer with whom the RCAC contracts to provide the training within the proposed service region. Specialized training on related topics such as interviewing children with disabilities may also be requested by constituents and may be provided by the RCAC. The RCAC may use their own expert, provide a referral to a qualified instructor or training, or contract with an interviewer or agency to provide this specialized training.

Medical Assessment Training This is training largely based on the AAP guidelines and other resources developed by the RCACs and approved by the CAMI Fund Coordinator. Training should include information on physical abuse, sexual abuse, and Karly's Law. This training may be conducted either by a medical practitioner within the RCAC or by a practitioner with whom the RCAC contracts to provide the training. The RCAC may also provide more specialized training on medical assessments by using their own medical expert, providing a referral to a qualified instructor or training, or contracting with a practitioner or agency to provide this specialized training. Medical providers should consult RCAC me for additional guidance on best practices.

Peer Review for Forensic Interviews and Medical Assessments: Peer review is evaluation of work by one or more people of similar competence to the producers of the work (**peers**). It constitutes a form of self-regulation by qualified members of a profession within the relevant field. Peer review is often organized around development of a specific competence or topic. RCAC interviewers or medical professionals come together with other interviewers or medical professionals in their region to review forensic interviews and medical assessments and provide constructive feedback to the person who conducted the interview or assessment. Peer reviews may be conducted in person, via teleconference or online. Peer review is recognized by the CAMI Program as essential to the continuing education of child abuse intervention professionals.

Referral means the recommendation of specialized services related to child abuse medical assessments or to the detection, evaluation, diagnosis or treatment of child abuse. It may include consultation or directing or redirecting a child abuse victim or possible victim to an appropriate specialist for more definitive evaluation, diagnosis or treatment. As the needs of MDTs and CACs vary greatly, there may be service requests that the RCAC is unable to meet. In some cases the service request may fall outside of the core services of the RCAC and at times the RCAC may not have sufficient resources to accommodate the request. In these cases, the RCAC providing regional services will make reasonable efforts to provide the constituent with assistance and information to facilitate their access to the services they need.

Technical assistance means assistance of a practical, specialized or scientific nature, including but not limited to practical advice, specialized advice, advanced laboratory testing or forensic testing.

Some additional thoughts on core services

In addition to the core services explicitly outlined in statute and rule and described above,

RCACs must conduct outreach to the MDTs and CACs within their service region. Outreach is necessary to determine the needs of the MDTs and CACs in the service region and to make sure they are aware of and know how to access RCAC services.

Through outreach, the RCAC must:

- Establish a point of contact within each MDT and CAC in the region.
- Convey what services they have to offer MDTs and CACs in the region.
- Gather information regarding what core regional services might be needed from each MDT and CAC in the region.
- Follow up with MDTs and CACs in the region on a regular basis for a status or to find out if they have any service requests.

Appendix B: OCFIT MEMORANDUM OF UNDERSTANDING

OCFIT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by Oregon Child Abuse Solutions (OCAS), the Regional Children’s Advocacy Centers (RCACs) and the Oregon Department of Justice Crime Victim and Survivor Services Division (CVSSD) Child Abuse Multidisciplinary Intervention Fund Program (CAMI). The parties have come together to collaborate in the development, refinement, and delivery of the Oregon Child Forensic Interviewing Training (OCFIT).

A. Description of Partner Agencies

OCAS: OCAS is the centralized organization and unifying body for Oregon’s Children’s Advocacy Centers (CACs). As part of Oregon’s statutorily required child abuse multidisciplinary teams (MDTs), CACs work in close partnership with law enforcement, DHS Child Welfare, and other medical and mental health professionals to provide clinical services such as medical evaluations, forensic interviews, family support, and coordination of victims’ services to children who may have been abused. CACs are located throughout Oregon, providing services to all 36 counties. OCAS serves to strengthen, through communication, collaboration, cooperation, and support, the ability of individual CACs to accomplish their missions, and to advocate for the rights and needs of children. OCAS provides technical assistance to CAC directors and CAC staff, as well as to MDT partners.

RCACs: As defined by ORS 418.782 “Regional children’s advocacy center” means a facility operated by a children’s advocacy center that meets the facility standards described in ORS 418.788 and is selected by the Child Abuse Multidisciplinary Intervention Program to provide training and complex case assistance.” ‘Training and complex case assistance’ includes one or more of the following: (a) Consultation; (b) Education; (c) Referral; (d) Technical assistance; and (e) If authorized by the Department of Justice, other services as needed.” RCACs were previously referred to in statute as Regional Assessment Centers and were commonly known and referred to as: “Regional Service Providers,” “Regional Centers,” or “RSPs.” RCACs receive CAMI grant funds to provide the above listed services, which are referred to as *core services* and listed in the grant agreement. RCACs provide expert forensic interviewers to serve as trainers for the OCFIT. RCAC Interviewers have been integral to the process of updating the Oregon Interviewing Guidelines (which serve as the basis for the OCFIT content) and developing and maintaining the OCFIT curriculum including development of advanced topics trainings.

CVSSD/CAMI: The mission of CVSSD is to reduce the impact of crime on victims’ lives by supporting statewide victim services programs, promoting victims’ rights, and providing victims access to information and resources in a compassionate, responsive, and dedicated manner. CVSSD administers a variety of victim-service related grants and funds, among them, the CAMI Account. The CAMI Account is the primary source of state funding for a coordinated community response to child abuse intervention including assessment and investigation of child abuse. CAMI funds are distributed through MDTs, which are required by Oregon law and established in each county under the leadership of the local district attorney. CAMI funds are also distributed directly to RCACs for the provision of training and complex case assistance including consultation, education, referrals, technical assistance, and other services as authorized through the grant. Under ORS 418.751, the CAMI program is charged with ensuring that training and education are provided for persons, other than law

enforcement officers, who are required to investigate allegations of child abuse. Training of child forensic interviewers is a core RCAC service and effective with the 2013-2015 RSP grant, OCFIT is the primary mechanism for delivery of that training. CVSSD provides grant funding to coordinate OCFIT trainings based on the curriculum developed through the collaboration among OCAS, the RCACs and CAMI.

History of OCFIT

In 2011, Board Members of OCAS (then known as the Oregon Network of Child Abuse Intervention Centers) began working collaboratively with CAMI on a subcommittee to standardize child abuse response across the state. Based on the work of that subcommittee, OCFIT was created in response to:

- A) A recommendation by an Oregon Sensitive Review Committee (convened by Dr. Bruce Goldberg, Department of Human Services Director) in May 2011 that Oregon professionals need immediate access to standardized, competency-based forensic interview training that promotes consistency in forensic interviews across the state.
- B) MDT professionals across the state who expressed a desperate need for: immediate access to standardized, competency-based forensic interview training that promotes consistency in forensic interviews across the state (Reference: MDT Professional Survey Results 2011).
- C) CACs' ability to meet the forensic interview training requirements of the National Children's Alliance Standards for Accreditation.
- D) New standardized forensic interview training requirements from the Department of Justice, CAMI Program.

The OCFIT training was created to: ensure that all forensic interviewers around the state receive current, standardized, Oregon specific forensic interviewer training; reduce training costs for Oregon's forensic interviewers; and satisfy accreditation requirements for membership in the National Children's Alliance. By developing a standard curriculum based on the Oregon Interviewing Guidelines and ensuring that the trainers who deliver the curriculum deliver the curriculum uniformly, OCFIT promotes a common understanding of best practices and a common language around child forensic interviewing in Oregon. Due to reduced registration fees, travel cost and time, OCFIT has succeeded in reducing training costs for Oregon's forensic interviewers. The OCFIT curriculum, which is based on the Oregon Interviewing Guidelines, is approved by the National Children's Alliance. Attendees include interviewers employed by CACs, as well as those who interview children on behalf of DHS, law enforcement agencies, and medical providers.

Each partner in this endeavor has made significant contributions to the success and sustainability of OCFIT. OCAS provides coordination and technical support to the project, including subcontracting and seeking other sources of funding, pursuant to its contract with CVSSD. The RCACs provide financial and in-kind support including content expertise and staffing for OCFIT in partial satisfaction of their CAMI grant obligation to provide education and training to CACs or MDTs in their regions. CVSSD, through the CAMI program, provides financial and in-kind support for OCFIT as part of CAMI's statutory obligation to provide training and education for persons investigating child abuse per ORS 418.751.

Purpose

The purpose of this MOU is to clarify the roles and responsibilities of each of the partners in making decisions related to administration of the OCFIT to promote efficient project administration and effective statewide collaboration in developing, refining and delivering OCFIT.

Roles and Responsibilities

Responsibility for delivering OCFIT is shared among the parties; all have a vested interest in the success and continuation of OCFIT.

The RCACs will provide forensic interviewers on their staff to serve as Statewide Trainers. If an RCAC is unable to provide a forensic interviewer that is approved as a Statewide Trainer, the RCAC will reimburse OCAS for expenses required to compensate an approved Statewide Trainer to deliver the agreed upon RCAC minimum commitment of annual trainings.

If extenuating circumstances occur and an RCAC is unable to attend a previously planned for training, whether OCFIT or advanced, the RCAC has the responsibility to reimburse OCAS for expenses to compensate an approved Statewide Trainer for the missed training or to arrange to makeup training later in the training year. Each training year runs July 1 to June 30 of the following year. In some cases, RCAC Statewide Trainers participate in more than the minimum commitment of trainings during the year due to high training needs and their commitment to OCFIT. RCACs will not receive additional compensation for participation above the minimum commitment. The total number of annual trainings is determined through agreement between RCACs, OCAS, and ODOJ and encompasses more trainings than are outlined in the minimum commitment by RCACs. All partners participate in evaluating and recruiting for the number of Statewide Trainers needed to successfully enact the agreed upon number of annual trainings.

Additionally, RCACs will also provide their approved Statewide Trainers for participation in curriculum related activities, such as curriculum review and Training of Trainers. A current list of Trainers is attached as "Exhibit A" and incorporated by reference to this MOU. Surveys of OCFIT participants, peer feedback, and observations of OCAS or CAMI representatives attending the training will be used to provide feedback to the trainers on strengths and areas for improvement. General feedback about the trainings will be shared at the monthly meetings between the RCACs, CAMI, and OCAS. Constructive feedback directed to a specific trainer will be shared between the OCAS Statewide Director, Partnership Initiatives and appropriate RCAC director to determine the most appropriate follow-up. Disagreement between the OCAS director and the RCAC director regarding appropriate follow up will be presented to CAMI for resolution. The procedure for selecting new trainers is attached as "Exhibit B."

If an RCAC is unable to provide a Statewide Trainer for participation in curriculum related activities, such as curriculum review and Training of Trainers, the RCAC will reimburse OCAS for expenses required to compensate an approved Statewide Trainer to participate in these or related activities, to compensate an approved Statewide Trainer to deliver trainings, and/or to offset OCAS costs for these activities, uncovered by the OCAS RCAC grant. In no circumstance, will an RCAC unable to provide a Statewide Trainer be required to compensate OCAS for expenses in excess of what an RCAC with a Statewide Trainer would reasonably incur through their Statewide Trainers participation.

To achieve the desired level of collaboration, OCAS director and/or Statewide Director, Partnership Initiatives, CAMI coordinator, and RCAC directors agree to participate in monthly conference calls or in-person meetings. The frequency of calls may be adjusted by unanimous consent of the parties to this agreement. This may be accomplished by establishing OCFIT as a standing agenda item during the monthly RCAC meetings. Any decisions made by any of the parties regarding OCFIT will be shared at the meeting immediately following the decision. The OCAS director and/or Statewide Director, Partnership Initiatives, CAMI coordinator, and RCACs agree that OCFIT related contracts for personnel, between or among the parties to this MOU, or between one of the parties to this MOU and any other party, will be discussed at a meeting of all parties to this MOU at the next meeting after the contract is executed.

The parties to this MOU will work to achieve consensus on content of OCFIT. CAMI is responsible for the overall content and delivery of the Oregon Interviewing Guidelines and OCFIT. The OCAS Statewide Director, Partnership Initiatives has authority to make day-to day decisions related to administration of the training including scheduling assignments of trainers. To the extent possible, trainers will be assigned to maximize local resources and minimize required travel. Changes to the agreed upon schedule will be communicated by the OCAS Statewide Director, Partnership Initiatives to the appropriate CAC director and shared with the parties to the MOU at the next meeting following the decision. At the discretion of the OCAS Statewide Director, Partnership Initiatives, the OCAS Statewide Director, Partnership Initiatives may consult with other interested parties, including parties to this MOU, to seek input regarding administrative decisions. Changes to the faculty roster, training schedule, deliverables, substantive content of the training or other major changes to delivery of the training will be subject to CVSSD approval.

The parties understand that only participation in delivery of the OCFIT satisfies the CAMI RCAC core services requirement to provide forensic interviewer training. The parties agree to participate in delivery of all trainings and training related events as committed to through grants and contracts managed by OCAS, which include at a minimum From July 1, 2023 – June 30, 2025, RCACs have agreed to provide staffing or compensation for the minimum commitment of two OCFIT trainings per year and one advanced training per year, which could be any of the following: Project Ability, Use of Tools, Trauma-Informed Interviewing or CCAR, as well as curriculum review, train the trainer, and OIG revision (as needed). OCAS and RCACs have agreed to schedule trainings far in advance to facilitate RCACs meeting the minimum commitment.

OCAS will develop proposals in consultation with CAMI and the RCAC directors to ensure adequate resources and commitment of the group required to complete any stated deliverables. Participation in delivery of OCFIT is required to meet CAMI RCAC grantee obligations and RCAC grantees must allocate adequate staff time to participate in these activities. RCACs will not deliver the OCFIT training, in whole, separate from the jointly delivered trainings. As all training provided by RCACs should be consistent with the OIGs, RCACs may use portions of the OCFIT curriculum, where content of a training provided by the RCAC would otherwise overlap with OCFIT curriculum, however such training shall not be represented as, and will not be offered in lieu of, the complete OCFIT curriculum.

Timeline

The roles and responsibilities described above are contingent on the availability of sufficient funding to execute the training.

This MOU will commence when fully executed and will be renewed at a time coinciding with RCAC CAMI Grant Awards.

This MOU is the complete agreement between OCAS, the RCACs and CAMI with regard to OCFIT and may be amended only by written agreement signed by each of the parties involved.

We the undersigned have read and agree with this MOU.

| Organization: | | | |
|---------------|--------------------|-----------|------|
| Name | Position | Signature | Date |
| | Executive Director | | |

| Organization: | | | |
|---------------|--------------------|-----------|------|
| Name | Position | Signature | Date |
| | Executive Director | | |

| Organization: | | | |
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| Name | Position | Signature | Date |
| | Executive Director | | |

| Organization: | | | |
|---------------|-----------------------|-----------|------|
| Name | Position | Signature | Date |
| | CAMI Fund Coordinator | | |

Exhibit A-OCFIT Faculty as of September 2022

Cari Allen
Samantha Fenner
Esther Friedman
Katie Greathouse
Rachel Petke
Nichole Satterwhite
Jennifer Wheeler