

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



**Oregon Domestic and Sexual Violence
Services Fund (ODSVS)
Guidance for 2023-2025**

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The Oregon Domestic and Sexual Violence Services Fund (ODSVS) Guidance for 2023-2025 is a supplement and serves as a reference to the 2023-2025 Joint Non-Competitive Grant Request for Applications (RFA) and Grant Agreement. This guidance presents information about the use and administration of all ODSVS grant awards by the Oregon Department of Justice, Crime Victim and Survivor Services Division (DOJ CVSSD).

A. AUTHORIZED PURPOSE AREAS AND PRIORITIES

The Attorney General is authorized to distribute ODSVS funding as grants for the 2023-2025 biennium contingent upon funds being appropriated by the legislature and available for distribution.

1. ODSVS FUNDING PURPOSE

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

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

2. ODSVS FUNDING OBJECTIVES and PRIORITIES

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

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

B. ALLOCATION AND AWARDS

All ODSVS funds are allocated through a joint formula for the purpose of distributing non-competitive federal and state grant funds to non-profit organizations that provide advocacy services to victims and survivors of domestic violence, sexual assault, stalking and dating violence. The joint formula was established in 2006 after completion of an ‘Equity Allocation Study’ which focused on geographic equity and attempted to reconcile the needs of organizations serving rural and urban areas. The formula is designed to provide funding for three FTE staff to meet the critical response needs of each county or service area. Even at its inception, it was understood that the formula would not meet the full funding needs of recipient organizations and Tribal Nations.

All ODSVS funds are awarded non-competitively to organizations and Tribal Nations serving survivors of domestic violence, sexual assault, stalking and dating violence. Grant awards are based on the joint formula allocation of ODSVS funds to services areas¹ around the state. The major portion of ODSVS funds are allocated and awarded for the provision of domestic violence services, including prevention and legal services. ODSVS funds are also ‘set aside’ for the provision of sexual assault and culturally specific services. ODSVS grant awards for the 2023-2025 biennium are scheduled for July 1, 2023 to June 30, 2025.

C. NO BUDGET VS. BUDGET FUNDS

In 2007, the ODSVS Advisory Council recommended a ‘no budget’ approach to make ODSVS funds more flexible. ‘No budget’ means that an applicant for ODSVS funds through the Joint Non-Competitive Grant RFA does not have to submit a grant budget during the application process. *The ‘no budget’ provision applies only to the primary services to be provided by the applicant. A budget is required for the portion of the application that does not represent the primary services to be provided.* For example, if the primary purpose of the applicant’s project is to serve survivors of domestic violence, then no budget is required for that portion of the project. If the secondary purpose of the applicant’s project is to provide sexual assault or culturally specific services, then a budget is required for that portion of the project. By submitting a budget for the sexual assault or culturally specific portion of the project, the applicant demonstrates its intention to safeguard and direct the funds for these services.

D. PAYMENT AND EXPENDITURES

ODSVS funds are typically paid prospectively and at the beginning of each year of the two-year award period July 1, 2023 to June 30, 2025.² All ODSVS funds must be used for allowable services and costs as described in this guidance.

ODSVS ‘no budget’ funds may be spent at any time during the award period. There is no limit on a grant recipient’s use of ODSVS ‘no budget’ funds to support operating expenses and other

¹ A service area is defined as a county or Tribal Nation.

² Unless there are special conditions that prescribe a different payment arrangement.

related expenses (including direct administrative costs). Grant amendments are not required with ODSVS 'no budget' funds.

ODSVS 'budget' funds are designated by DOJ CVSSD for the purpose of providing sexual assault and/or culturally specific services, activities, and programs. There is no limit on the grant recipient's use of ODSVS 'budget' funds to support operating expenses and other related expenses (including direct administrative costs) for this purpose. DOJ CVSSD may also require a grant recipient to submit a budget for all ODSVS funds should there be special conditions placed on the grant award. ODSVS 'budget' funds require a grant amendment for any of the following circumstances:

- Movement of funds
 - For awards totaling \$500,000 or less; movement of funds that total more than \$3000 in the Personnel and Services and Supplies categories;³
 - For awards totaling more than \$500,000; movement of funds that total more than \$5000 in the Personnel and Services and Supplies; or
- Adding expenses under a new budget category or line item that did not exist in the original budget; or
- Deleting an existing category; or
- Extension of the award period.⁴

Budgeting of direct administrative costs, the de minimis rate of the modified total direct costs, or federally negotiated indirect cost rates is allowed with all ODSVS funds. Actual expenditures must be reported each quarter for all ODSVS funds by submitting a financial report to DOJ CVSSD E-Grants.

E. UNEXPENDED FUNDS

Extensions of the ODSVS award period for the purpose of using unexpended ODSVS funds is uncommon. In the past, DOJ CVSSD has taken one of three actions regarding unexpended ODSVS funds:

- Require grant recipients to return or payback unexpended ODSVS funds;
- Deduct unexpended ODSVS funds from the amount awarded to the grant recipient for the next biennium (e.g., reduce the amount of the first ODSVS payment of the new award by the amount that was unexpended in the previous award); or
- Permit unexpended ODSVS funds from one award period to be carried forward and used in the next biennium.

³ A budget category is defined as being either Personnel or Services and Supplies and the individual budget line items contained therein.

⁴ Extensions to the award period are uncommon for ODSVS 'no-budget' and 'budget' awards.

Grant recipients may carry forward unexpended 2021-2023 ODSVS budget and ‘no-budget’ funds into the 2023-2025 biennium. This includes ODSVS funds from the original 2021-2023 allocation/award and any later increases to ODSVS funds during that same biennium. 2021-2023 ODSVS ‘no-budget’ funds do not require a budget for 2023-2025. Fund coordinators will instruct applicants on how to include unexpended 2021-2023 ODSVS ‘budget’ funds in the ODSVS budget for 2023-2025.

F. ALLOWABLE AND UNALLOWABLE SERVICES AND COSTS

ODSVS funding cannot be used to support child abuse organizations or centers, provide services in response to child abuse or child sexual abuse, or for the exclusive purpose of serving child abuse victims. Services to children are allowed when linked to services provided to adult victims. ODSVS funding cannot be used to provide services to perpetrators of domestic violence or sexual assault. Sexual assault services must specifically serve adolescents and adults.

There is no limit or cap on direct administrative costs, de minimis, or indirect costs for all ODSVS funds (both ‘no-budget’ and ‘budget’).

Allowed costs and services for all ODSVS funds include, *but are not limited to*, the following:

- Costs necessary and essential to providing direct services to victims (e.g., operation of a crisis line, temporary and long-term housing, transportation, emergency legal assistance).
- Salaries and benefits for staff who provide direct services to victims/survivors.
- Salaries and benefits for executive and program managers who support direct services to victims/survivors.
- Office supplies (e.g., telecommunications, mail and shipping expenses, printing, small equipment, furniture).
- Outreach materials and public awareness activities (e.g., publication, distribution, events).
- Training costs which include in-house professional development trainings (e.g., trauma-informed practice, recognizing implicit bias, understanding cultural humility and structural racism, cultivating diversity and equity, and advocacy best practices).
- Travel costs
- Emergency services costs.
- Emergency and transitional housing support for survivors
- Relocation and housing stabilization and support for survivors
- Services to survivors who are incarcerated.
- Domestic and sexual violence prevention activities.
- Prevention and intervention of secondary trauma in staff and volunteers (includes brief counseling and excludes long-term counseling).
- Contract and subaward costs.

- Direct administrative costs associated with operating the organization and its programs that provide services for survivors of domestic and sexual violence.
- De minimis rate of the modified total direct costs as established by a cost allocation plan.
- An approved federally negotiated indirect cost rate.
- Operating costs such as property insurance, security systems, accounting and bookkeeping software, automated systems and technology, essential communication services, audit costs.
- Other expenses that are necessary and essential to providing direct services to survivors, including, but not limited to:
 - Mortgage, rent, and utilities for office and housing facilities of the organization or its program.
 - Maintenance, repair, or replacement of essential items.
 - Minor building adaptations and/or improvements.
 - Membership dues to organizations providing information on victim services and issues.
 - Project and program evaluation.
 - Fundraising campaigns, endowment drives, or solicitation of gifts and bequests in support of the services, activities, and programs for survivors of domestic and sexual violence.

Costs and services that are allowed but require advance written approval from DOJ CVSSD include, *but are not limited to*, the following:

- Capital expenditures for general or special purpose equipment with a unit cost of \$5000 or more.
- Capital expenditures for buildings or land.
- Land acquisition.
- Leasing or purchasing vehicles.
- Housing and stabilization and transitional housing support for a survivor that exceeds two years.

Costs and services that require advance written approval from DOJ CVSSD may require the organization to submit policies for procurement, purchase, usage, management, and disposition of the property or equipment.

Un-allowed costs and services for all ODSVS funds include, *but are not limited to*, the following:

- Retirement of any debt or reimbursement of any person or entity for expenditures made or expenses incurred prior to or after the award period.⁵

⁵ This does not include paying debts on behalf of survivors to help secure or maintain safe and stable housing.
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- Long-term mental health or drug and alcohol counseling or treatment for survivors.
- Child abuse or child sexual abuse intervention services through child abuse organizations, or services exclusively for child abuse victims. Services to children ages 0-12 must be linked to domestic and sexual violence advocacy services provided to an adult survivor.
- Services for perpetrators of domestic violence or sexual assault.
- Staff meals not associated with overnight travel unless otherwise described in the organization's travel policy.
- First class airline or ground travel.
- Bar charges, entertainment, honoraria, promotional items and memorabilia, gifts and souvenirs, gift certificates, movies, arcades, recreation, or sporting events.
- Personal items such as makeovers, club membership dues, flowers, cards, social events, or promotion of church attendance.
- Rent and utilities of an employee or Board member of the organization.

G. GUIDELINES FOR LEGAL SERVICES

A portion of ODSVS funds are set aside for organizations whose principal function is to provide legal services. Only organizations who received ODSVS funding during the 2021-2023 biennium to provide legal services are eligible to receive the funding again in the 2023-2025 biennium. ODSVS sets aside funds for legal service organizations to provide meaningful access to a full range of legal services to victims of domestic violence, sexual assault, dating violence, and stalking. Protections of a victim's rights, their safety, physical and psychological health are priorities of these funds.

Allowable services and activities include, *but are not limited to*, the following:

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| • Child support | • Language access |
| • Custody | • Protection orders |
| • Dependency | • Restraining orders |
| • Divorce | • Visitation |
| • Family law | • Intervention with creditors, law enforcement, agencies, schools, colleges, tribal entities |
| • Financial fraud | • Collaboration with local providers and the provision of training |
| • Housing | |
| • Identity theft | |
| • Immigration | |

Legal service organizations will provide services by paralegal and legal staff members that have received initial and on-going training in domestic and sexual violence, including the provision of culturally and racially informed services, and have expertise in providing legal assistance to domestic and sexual violence survivors.

For more information please refer to the ODSVS page of the DOJ CVSSD website:

<https://www.doj.state.or.us/crime-victims/grant-funds-programs/oregon-domestic-and-sexual-violence-services-odsvs-fund/>.