

# **OREGON DEPARTMENT OF JUSTICE**



## **2023 - 2025 Victims of Crime Act (VOCA)**

### **Non-Competitive Program Grant Request for Application (RFA)**

**Applications Due: Monday, August 28, 2021**

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

## GRANT OPPORTUNITY SUMMARY

<b>Opportunity Type:</b>	Victim of Crime Act (VOCA) Non-Competitive
<b>RFA Release Date:</b>	July 17, 2023
<b>RFA Deadline:</b>	APPLICATIONS DUE: Monday, August 28, 2023 by <u>4:59pm</u> PDT. LATE applications will not be considered for funding.
<b>Award Period:</b>	October 1, 2023 – September 30, 2025
<b>Number of Grants:</b>	42
<b>Matching Requirement:</b>	The required 25% match will be waived through September 30, 2025.
<b>E-Grants Initiation:</b>	Applications will be <i>initiated</i> by CVSSD. Applications will be <i>completed and submitted</i> by the applicant.
<b>Application Teleconference Calls:</b>	July 24 <sup>th</sup> & 27 <sup>th</sup> . See page 5 for details.
<b>CVSSD Contact Information</b>	Oregon Department of Justice Crime Victim and Survivor Services Division 1162 Court Street NE Salem, Oregon 97301-4096 Main Office: 503-378-5348 CVSSD Email: <a href="mailto:cvssd@doj.or.us">cvssd@doj.or.us</a> Webpage: <a href="https://www.doj.state.or.us/crime-victims">https://www.doj.state.or.us/crime-victims</a>

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## SECTION I: GRANT APPLICATION RESOURCES

Throughout this document, the Oregon Department of Justice Crime Victim and Survivor Services Division is referred to as ODOJ CVSSD. The 2023-2025 VOCA Non-Competitive Grant Funds Request for Applications is referred to as the 'VOCA-NC' or the 'RFA'.

**The ODOJ CVSSD E-Grant Application Instructions** provide guidance for each line item in the application. The Instructions can be found on the landing page or the Forms Menu in the E-Grants VOCA-NC Application Menu.

**The ODOJ CVSSD E-Grant Applicant User Guide** answers questions about navigating the system. The Guide can be found at [https://www.doj.state.or.us/crime-victims/forgrantees/ODOJ CVSSD-e-grants-information/](https://www.doj.state.or.us/crime-victims/forgrantees/ODOJ%20CVSSD-e-grants-information/).

**New to E-Grants?** Watch a recorded training webinar about E-Grants.

- <https://youtu.be/zwWWrjk7ND8> (E-Grants Training with ASL)
- <https://youtu.be/wimmAQyzUMw> (E-Grants Training without ASL)

**Sample Grant Agreement for VOCA** is available on the CVSSD website.

<https://www.doj.state.or.us/crime-victims/grant-funds-programs/victims-of-crime-act-voca-assistance-fund/>

**VOCA Guidelines** are posted in the top section of "View Forms" in the VOCA-NC Application Menu.

**VOCA Allowable & Unallowable Costs** are referenced in the VOCA Handbook and CVSSD Website. They are also located on the application menu.

### **AMENDMENTS TO THE APPLICATION**

CVSSD may amend this 2023-2025 VOCA Non-Competitive Request for Applications. Amendment(s) are on the Application Menu, directly below "Request for Applications".

Applicants are responsible to enter and save all application information in the ODOJ CVSSD EGrants system. ODOJ CVSSD accepts no responsibility for applicants who miss or fail to provide information in the VOCA-NC Application and the E-Grants system.

Applicants may submit formal requests for clarification of a provision in this RFA. Requests must be submitted by email or telephone to one of the Fund Coordinators listed above. Requests must be received by Wednesday, July 28, 2023 to be considered. ODOJ CVSSD will promptly respond to each formal request for clarification. Formal requests for clarifications received after this date may or may not receive a response based on the sole discretion of ODOJ CVSSD. ODOJ CVSSD may also informally respond to applicants' questions with responses that do not affect the provisions of the 2023-2025 VOCA-NC Application.

### **VOCA NC APPLICATION TELECONFERENCE SCHEDULE**

Applicants are strongly encouraged to attend one of the two teleconference/on-line sessions listed below. Applicants may choose either date. No registration is necessary.

<b>Date</b>	<b>Time</b>	<b>Link</b>
<b>July 24, 2023 Monday</b>	<b>2:30pm – 4:00pm</b>	<b>VOCA NC Teleconference #1</b>  Join ZoomGov Meeting <a href="https://www.zoomgov.com/j/1600155328?pwd=REt4bzBkOHh5NkNZM0lIdVF4cnNVZz09">https://www.zoomgov.com/j/1600155328?pwd=REt4bzBkOHh5NkNZM0lIdVF4cnNVZz09</a>  Meeting ID: 160 015 5328 Passcode: 906289  Dial by your location: +1 551 285 1373 US Meeting ID: 160 015 5328
<b>July 27, 2023 Thursday</b>	<b>11:30am – 1:00am</b>	<b>VOCA/CFA Teleconference #2</b>  Join ZoomGov Meeting <a href="https://www.zoomgov.com/j/1618289481?pwd=Sm9rYVE4UHNXV0FVNkorVkt4ZHN4dz09">https://www.zoomgov.com/j/1618289481?pwd=Sm9rYVE4UHNXV0FVNkorVkt4ZHN4dz09</a>  Meeting ID: 161 828 9481 Passcode: 956478  Dial by your location: +1 551 285 1373 US Meeting ID: 161 828 9481

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

<b>2023 Dates</b>	<b>Application Activity</b>
<b>July 17</b>	VOCA NC application released
<b>July 24<sup>th</sup> &amp; 27<sup>th</sup></b>	RFA informational teleconferences.
<b>July 28</b>	Final changes/amendments to the application POSTED
<b>August 28</b>	Application DUE no later than 4:59pm PDT
<b>September 17</b>	Application recommendations to CVSSD Director
<b>October 1</b>	2023-2025 VOCA NC grant award period begins

## **CONTACT INFORMATION**

<b>Fund Coordinators</b>	<b>Phone</b>	<b>E-mail</b>
Mackenzie Gray	(503) 378-5647	<a href="mailto:Mackenzie.E.Gray@doj.state.or.us">Mackenzie.E.Gray@doj.state.or.us</a>
Diana Fleming	(503) 378-6260	<a href="mailto:Diana.L.Fleming@doj.state.or.us">Diana.L.Fleming@doj.state.or.us</a>
Christine Heyen	(503) 378-5303	<a href="mailto:Christine.p.Heyen@doj.state.or.us">Christine.p.Heyen@doj.state.or.us</a>
Marjorie Doran	(503) 378-5059	<a href="mailto:Marjorie.Doran@doj.state.or.us">Marjorie.Doran@doj.state.or.us</a>
Shawna Smith	(503) 378-6773	<a href="mailto:Shawna.Smith@doj.state.or.us">Shawna.Smith@doj.state.or.us</a>
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Mike Maryanov	(503) 378-5307	<a href="mailto:Mike.v.Maryanov@doj.state.or.us">Mike.v.Maryanov@doj.state.or.us</a>
Benjamin Bradshaw	(503) 378-4476	<a href="mailto:Benjamin.Bradshaw@doj.state.or.us">Benjamin.Bradshaw@doj.state.or.us</a>
Susana Escobedo	(503) 378-6248	<a href="mailto:Susana.escobedo@doj.state.or.us">Susana.escobedo@doj.state.or.us</a>
Robin Reimer	(971) 673-3826	<a href="mailto:Robin.e.Reimer@doj.state.or.us">Robin.e.Reimer@doj.state.or.us</a>
Letetia Wilson	(503) 931-1775	<a href="mailto:Letetia.Wilson@doj.state.or.us">Letetia.Wilson@doj.state.or.us</a>
<b>Grant Section Manager</b>	<b>Phone</b>	<b>E-mail</b>
Kim Kennedy	(503) 378-5178	<a href="mailto:Kim.Kennedy@doj.state.or.us">Kim.Kennedy@doj.state.or.us</a>
<b>Grant Specialists</b>	<b>Phone</b>	<b>E-mail</b>
Terri Johnson	(503) 378-4548	<a href="mailto:Terri.R.Johnson@doj.state.or.us">Terri.R.Johnson@doj.state.or.us</a>
Amanda VanTil	(503) 378-6870	<a href="mailto:Amanda.L.VanTil@doj.state.or.us">Amanda.L.VanTil@doj.state.or.us</a>
Maria Ruiz Ceja	(503) 378-8435	<a href="mailto:Maria.RuizCeja@doj.state.or.us">Maria.RuizCeja@doj.state.or.us</a>

## **SECTION II: REQUIREMENTS FOR ALL ODOJ CVSSD FUNDS**

CVSSD has established universal requirements for any application for state and federal grant funds administered by CVSSD. These requirements include:

### **A. ELIGIBILITY**

To be eligible for this funding through CVSSD, applicants must meet all eligibility criteria listed in Section II of this RFA.

### **B. COMMON REQUIREMENTS**

1. **Advancing equity and meaningful community engagement** (applicable only to non-profit organizations representative of the dominant culture)
  - a. All applicants must have a written plan of action in place to ensure they are advancing the values and practices of diversity, equity, and inclusion in the work of the organization/agency. All staff and designated leadership should be involved in the development and implementation of the plan.
  - b. All applicants must have a written plan of action in place for outreach to and community coordination with culturally specific programs in their service area serving communities of color, LGBTQIA2S+, people with disabilities, Tribal Nations, and other populations impacted by inequity. All staff and designated leadership should be involved in the development and implementation of the plan.

**2. Meaningful Access to Effective Services Supported with CVSSD Funds**

All applicants must have written plans or other materials to describe how they provide meaningful access to effective services. At minimum, plans must describe how:

- a. Victims/survivors are provided with timely information to make informed choices; services are voluntary and at no cost to victims/survivors.
- b. Victims/survivors are provided information on how to apply for Crime Victim Compensation.
- c. Services are victim/survivor-centered and encourage self-determination and informed decision making.
- d. There is planning and coordination of services when more than one provider is involved (co-advocacy).
- e. Referral processes are designed to care for and serve the best interest of victims/survivors. Referrals must ensure that victims/survivors feel supported while being connected to other services. Referrals are “warm hand-offs” not “drop-offs”.

**3. Confidentiality and Advocate-Victim Privilege (for victim service providers only)**

- a. Such requirements are mandated by state and federal law and required by CVSSD. The laws are considered best practice to protect victim privacy and are consistent with other confidentiality provisions.
- b. For more specific requirements, see grant fund specific pages in this RFA.

**4. Effective Services and Sound Administrative and Financial Management**

- a. Risk assessments are completed and submitted with application.
- b. Financial and progress reports are true, accurate, timely, and complete.
- c. CVSSD conducts regular monitoring (Financial Report Verifications, Administrative & Financial Desk Reviews, and Site Visits).
- d. True and accurate financial records kept in accordance with Generally Accepted Accounting Principles (GAAP) and federal Uniform Guidance.

**5. Training**

All grant-funded staff, volunteers/interns, and board/governing body members are trained as appropriate as outlined in this RFA.

**6. Compliance with Relevant State and Federal Laws**

Applicants must comply with relevant federal and state laws. These include civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities (i.e., Civil Rights Act of 1964, Equal Employment Opportunity Act of 1972, Americans with Disabilities Act of 1990, Limited English Proficiency guidelines), state insurance requirements, and Uniform Guidance 2 CFR Part 200.

**7. Compliance with Fund Specific Guidance in this RFA.**



### **C. POSSIBLE OUTCOMES OF NON-COMPLIANCE**

CVSSD is responsible for ensuring that a subrecipient is in compliance with the general or specific terms and conditions of an award. If a determination of non-compliance is made, CVSSD will take one or more of the following actions in accordance with 2 CFR Part 200 and the CVSSD grant agreement.

1. Perform additional project monitoring.
2. Establish corrective action plan(s) to address areas of concern.
3. Require the subrecipient to obtain technical or management assistance.
4. Place special conditions on subrecipient with moderate to high risk assessment scores.
5. Require payments as reimbursements rather than advance payments.
6. Perform monthly check-ins with fund coordinator.
7. Require monthly financial or progress reporting, or supplemental reports as requested by the fund coordinator.
8. Temporarily withhold cash payments pending correction of a deficiency.
9. Disallow all or part of the cost of an activity or action not in compliance.
10. Wholly or partially suspend or terminate the award.
11. Withhold further awards for the project or program.
12. Take other remedies that may be legally available.

## **SECTION III: VOCA NON-COMPETITIVE APPLICATION OVERVIEW**

### **A. INTRODUCTION**

The Oregon Department of Justice - Crime Victim and Survivor Services Division (CVSSD) is the State Administrative Agency (SAA) for the Victims of Crime Act (VOCA) grant programs as authorized by ORS 147.231. Created as part of VOCA, the Crime Victims Fund is made up entirely of fines, fees and other monetary penalties paid by federal criminal offenders.

The Crime Victims Fund established by the VOCA is a major funding source for victim services throughout Oregon. VOCA was passed by Congress and signed into law by President Reagan on October 12, 1984. This Act serves as the central source of federal support providing direct services to victims of all types of crimes. VOCA funds are granted annually to each state by the U.S. Department of Justice, Office for Victims of Crime (OVC). As the SAA, CVSSD sub-grants funds to victim service organizations throughout the state.

Since 2015 when Congress first took an unprecedented step forward to meet the critical needs of our nation's crime victims by increasing the VOCA cap, Oregon began to address the gaps and needs of victims throughout the state. Traditionally, funding has been sufficient to support FTE for core services, however, with the continued increase in VOCA funding, the state has been able to: (1) Build the field's capacity to better serve victims; (2) Begin to address long standing issues in the field; and (3) Identify emerging issues across the state.

**This 2023-2025 VOCA Non-Competitive Grant opportunity is a request for eligible applicants to address service delivery issues in Oregon and increase access to services for victims of crime.**

## **B. PURPOSE**

The primary purpose of the VOCA victim assistance grant program is to extend and enhance services to victims of crime. The VOCA Federal Guidelines define services as those efforts that:

1. Respond to the emotional and physical needs of crime victims.
2. Assist primary and secondary victims of crime to stabilize their lives after victimization.
3. Assist victims to understand and participate in the criminal justice system.
4. Provide victims of crime with a measure of safety and security (e.g., boarding-up broken windows, replacing or repairing locks).

For the purposes of this program, a crime victim is “a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime.” This includes victims of city, county, state, federal and tribal crimes.

## **C. PRIORITY AREAS**

In order to comply with the conditions of the Victims of Crime Act of 1984, Office for Victims of Crime (OVC) requires states to allocate at least 10% of its annual VOCA assistance grant to go to victim services in the following priority categories: domestic violence, child abuse, sexual assault, and previously underserved victims of violent crime. An additional 10% of VOCA funds are allocated to general victim services as determined by the DOJ CVSSD Advisory Committee.

An underserved crime victim is a victim of a violent or other traumatic act that is criminal in nature, as defined by state, tribal, military, or federal statute, who does not receive adequate services and support or who lacks understanding of, or access to, statutorily or constitutionally defined legal rights. Victims are considered underserved by the type of crime they have experienced (e.g., victims of elder abuse) or the demographic characteristics of the crime victim (e.g., LGBTQIA2S+ victims) or both (e.g., victims who are members of racial or ethnic minorities). Underserved victims may differ between jurisdiction, but some examples of victim populations often underserved may include but are not limited to non-English speaking residents; persons with disabilities; American Indian/Alaskan Native victims; adults molested as children. Victim services may be available in a community but may not be provided in a culturally responsive manner, may not be accessible, or may be complicated by overlapping or complex jurisdictional issues.

## **D. DIRECT SERVICES**

VOCA funds are intended to provide direct services to victims and survivors of crime; direct services are those activities that directly benefit individual crime victims and survivors. Services include, but are not limited to, crisis intervention services; emergency services such as temporary shelter for crime victims and survivors; support services that may include mental health therapy; criminal justice related services; assisting crime victims and survivors with

managing practical problems created by the victimization such as acting on behalf of the victim/survivor with creditors and employers; assisting crime victims and survivors with applying for compensation benefits, and providing opportunities for victims and survivors to meet with perpetrators, if so requested by the victim/survivor. VOCA funds may also be used for salary, fringe benefits, and training for staff positions that provide direct services, and operating expenses essential to providing direct services.

Please note that VOCA funds cannot be used to raise the public's consciousness or to educate regarding victim issues. Funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims and survivors to needed services.

## **E. SPECIFIC REQUIREMENTS TO THE VOCA NON-COMPETITIVE**

By submitting an application, the applicant signifies its intent to comply with the requirements described here in Section III.C.

### **1. Advancing Equity and Meaningful Community Engagement**

Equity and meaningful community engagement are rooted in empathy and humility, and demonstrated when organizations are connected to, giving space to, and creating access for people of all walks of life, backgrounds, abilities, culture, and beliefs. Victims and Survivors who choose to participate in programs and services benefit most when they feel a sense of belonging and acceptance. These kinds of environments are fostered when applicants seek out other voices and perspectives of those with lived experiences to influence the organization's decision making and planning.

Applicant organizations have a responsibility to ensure their services and practices meet the diverse and complex needs of the people and the community they serve. This is best achieved when there is a plan to describe how an organization is intentionally shifting their practices to enhance equity, address oppression, and reduce disparities. For this reason, CVSSD requires that certain applicants demonstrate their commitment to advancing equity with a written plan and/or other materials. Further guidance for what may be included in a written plan is provided on Form D. Advancing Equity and Meaningful Community Engagement of the EGrants application.

CVSSD will evaluate plans and materials to ensure that applicants are taking steps to advance equity through their programs, services, and practices. CVSSD will place supplemental conditions on a grant award for applicants who do not already have written plans and/or materials for advancing equity. Supplemental conditions will instruct applicants to create a plan within 180 days of the first day of the grant award period, including a review of draft materials within the first 90 days. CVSSD fund coordinators will monitor the progress of applicants towards completion of these plans. Applicants must keep in mind possible outcomes of non-compliance outlined in Section II:C should this requirement not be met. Applicants may also consider helpful resources like the [National Equity Project](#), [Why Diversity, Equity, Inclusion Matter for Nonprofits](#) and [Diversity on Nonprofit Boards](#) from the National Council of

Nonprofits, or [Strategies to Recruit, Hire & Sustain Diversity in the Workplace](#) from Caminar Latino and the National Resource Center for Reaching Victims.

Applicant organizations have a responsibility to engage with their communities. They do this through outreach to and coordination of services and activities with other service providers. It is especially important that Applicants engage with service providers that represent and serve communities of color, LGBTQIA2S+, people with disabilities, Tribal Nations, and other populations impacted by inequity. This is best achieved when there is a plan that describes how an organization is: (1) listening to and assessing the needs of the community, (2) strengthening existing partnerships and building new partnerships, and (3) conducting outreach to survivors who have not accessed services before. (To learn more about their communities, applicants may refer to resources such as their local [Community Health Assessments/Community Health Improvement Plans](#), ODOJ's [Opening Pathways to Justice and Improving Support for Populations Impacted by Inequity](#), or ODOJ's [Tribal Nations Listening Tour](#).) For this reason, CVSSD requires that certain applicants demonstrate their commitment to meaningful community engagement with a written plan and/or other materials. Further guidance for what may be included in a written plan is provided on [Form D. Advancing Equity and Meaningful Community Engagement](#) of the E-Grants application.

CVSSD will evaluate plans and materials to ensure that applicants are taking steps to meaningfully engage the community through its programs, services, and practices. CVSSD will place supplemental conditions on a grant award for applicants who do not already have written plans and/or materials for meaningful community engagement. Supplemental conditions will instruct applicants to create a plan within 180 days of the first day of the grant award period. CVSSD fund coordinators will monitor the progress of applicants towards completion of these plans, including a review of draft materials within the first 90 days. Applicants must keep in mind possible outcomes of non-compliance outlined in Section II:C should this requirement not be met. Applicants may also consider helpful resources such as the [Nonprofits Integrating Community Engagement Guide](#) from the Building Movement Project, [Best Practices for Meaningful Community Engagement](#) by Groundwork USA, [Meaningful Community Engagement for Health and Equity](#) from the Centers for Disease Control and Prevention, or [University of Kansas' Community Toolbox](#).

**Note:** Involvement in community coordination efforts is a component of, not a substitute for, meaningful community engagement. Applicants are expected to be involved in community coordination efforts such as domestic or sexual violence response teams, child abuse multidisciplinary teams, and local or regional partnerships. These coordination efforts may include Tribal Nations, criminal justice system partners, and other social service providers. Applicants may also propose formal collaborations through non-binding agreements (i.e., Memorandum of Understanding), or by subcontracting or subawarding funds available through this application. If proposing an MOU, subcontract, or subaward, the applicant must show that the partner entity can perform the delegated services, satisfy the grant terms and conditions, and not impair the applicant's provision of services funded through the VOCA Non-Competitive

Grant. MOUs, subcontracts, and subawards must be reviewed and approved by CVSSD prior to implementation on a VOCA Non-Competitive award.

## **2. Meaningful Access to Effective Services**

Meaningful access to effective services for all victims and survivors is a longstanding value of the VOCA Non-Competitive Grant funds. CVSSD recognizes effective services as victim and survivor centered, trauma-informed, and culturally responsive. Victims & survivors have the right to self-determination and to make informed decisions about the services they receive. This can only happen when organizations and programs respect survivors' cultural, gender, and other intersecting identities and assist them in obtaining and providing services that meet their unique needs. Victims and survivors must be able to express themselves in their preferred language and to receive the necessary accommodations for them to fully participate in services.

In circumstances where other resources are needed for a victim or survivor, applicants may make referrals *only if* those referrals connect them to an appropriate partner organization or program. Referrals should always be "warm hand offs" not "cold drop offs" and made with the consent of the victim or survivor. More importantly, organizations and programs must continue its services with a victim or survivor while it works with another provider to serve that person. This is especially true when working in partnership with culturally specific organizations and Tribal Nations programs. For dominant culture organizations, having these kinds of partnerships does not release them from their obligation to provide culturally specific or culturally responsive services.

CVSSD requires that all applicants demonstrate their commitment to meaningful access to effective services. This is accomplished through written plans and/or other materials that address how the following types of services are provided and evaluated for accessibility and effectiveness:

- Emergency housing or shelter (shelter facilities, safe houses, motel stays)
- Secure and stable housing (transitional, permanent, housing vouchers, rapid re-housing)
- Emergency Services
- Culturally specific and/or culturally responsive services (for dominant culture non-profit organizations only)

Applicants may also offer written plans and/or other materials about other services such as:  
Follow-up advocacy when safe and at request of the victim and survivor

- Legal advocacy
- Legal services
- Outreach
- Transportation

Services to victims and survivors must be voluntary and provided at no charge to the survivor. Each source of funding within the VOCA Non-Competitive Grant identifies its own requirements for allowable services. Refer to fund-specific information and guidelines to learn more.

CVSSD will evaluate plans and materials to ensure that applicants are taking steps to ensure meaningful access to effective services through its programs, services, and practices. CVSSD accepts materials such as procedure manuals that describe what and how services are delivered and by whom. Applicants may also submit written strategies, methodologies and practices for evaluation and measurement of outputs and outcomes relating to accessibility and effectiveness. CVSSD will place supplemental conditions on a grant award for applicants who do not already have written plans and/or materials for meaningful access to effective services. Supplemental conditions will instruct applicants to create a plan within 180 days of the first day of the grant award period. CVSSD fund coordinators will monitor the progress of applicants towards completion of these plans, including a review of draft materials within the first 90 days. Applicants must keep in mind possible outcomes of non-compliance outlined in Section II:C should this requirement not be met.

Applicants may also consider helpful resources such as [Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime \(Model Standards\)](#) by the Office of Victims of Crime, [Providing Accessible and Effective Services to Survivors of Sexual Assault with Disabilities](#) by End Abuse of People with Disabilities, the National Council of Nonprofits [Evaluation and Measurement of Outcomes](#) or the Community Tool Box [Implementing Effective Interventions, Documenting Progress and Using Feedback](#), and [Making Outcomes Matter](#).

## **F. ELIGIBILITY REQUIREMENTS**

Eligibility is limited to applicants that are currently receiving VOCA Non-Competitive Grant funds.

Subrecipients of VOCA funds must:

1. Demonstrate a documented history of providing effective services to victims of crime;
2. Contribute a match of the total project cost from non-federal funds. Match is 25% of the federal amount received and can be in-kind or cash. Exceptions to this project match requirement are federally recognized American Indian or Alaska native tribes, or projects that operate on tribal lands;
3. Show substantial financial support from sources other than the Crime Victims Fund. A sub-recipient has substantial financial support from sources other than the Crime Victims Fund when at least 25% of the program's funding in the year of or the year preceding the award comes from such sources, which may include other federal funding programs;
4. Use volunteers within the organization/program;
5. Promote a collaborative coordinated approach for serving crime victims and survivors within the community;
6. Assist crime victim survivors in applying for crime victim compensation benefits;

7. Provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law;
8. Provide VOCA funded services for victims and survivors at no cost to the victim/survivor;
9. Maintain the confidentiality of client-counselor information, as required by state and federal law; and
10. Reasonably protect the confidentiality and privacy of persons receiving services under the project to the extent permitted by law.

**In addition to the requirements listed above, all VOCA sub-recipients are expected to:**

1. **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf) which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
2. **Maintain Civil Rights Requirements.** The CVSSD webpage, <https://www.doj.state.or.us/crimevictims/for-grantees/civil-rights-requirements> provides information and links that will assist subrecipients in complying with three mandatory federal processes. These include:
  - Civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities;
  - Limited English Proficiency (LEP) guidelines; and,
  - Equal Employment Opportunity Plans (EEOP). Non-profit organizations and Tribal Nations are exempt from the EEOP requirements but must complete the EEOP form included as a Grant Agreement Exhibit and submit a Certification Form using the EEO Reporting System found at <https://ojp.gov/about/ocr/eeop.htm>.

These processes include notification of nondiscrimination policy, responding to discrimination complaints, and civil rights training and are required of recipients of VOCA funding through CVSSD. Civil Rights Training Certification is required to be updated every two years and uploaded in E-Grants before the grant agreement is signed.

3. **Comply with the [VOCA Grant Management Handbook](#)** and with VOCA rules, 28 CFR Part 94: Victims of Crime Act Victim Assistance Program as written in the [Federal Register, Vol. 81, No 131](#), DOJ CVSSD and DHS 2021-2023 Joint Application, as well as any additional eligibility or service criteria as established by DOJ CVSSD.

4. **Comply with the Assurances and Certifications.** Sub-recipients must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.
5. **Comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.** As of January 1, 2009, all recipients of Federal VOCA funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. All applicants are required to register with the System for Award Management (SAM), if you have not already done so. Information about SAM registration procedures can be accessed at: [www.sam.gov](http://www.sam.gov).

## **G. 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 (ie: 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 (PII) 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. You must become familiar with and adhere to the **PII Breach policy**; policy and forms are located on the CVSSD Website
5. **Compliance with Relevant Federal and State Laws (Civil Rights, ADA, etc.):** By submitting the 2021-2023 VOCA/CFA Grant application, applicants signify it is their intent to comply with all 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 they 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 and outlined by CVSSD. Prior to victim contact, staff and volunteers must be assessed by a supervisor for their readiness to provide direct advocacy 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. See Appendix A: Training Requirements.

## **G. MATCH REQUIREMENTS (NOT APPLICABLE FOR TRIBAL NATIONS)**

OVC requires VOCA funded projects include a matching contribution of 25% of the awarded VOCA grant funds. Match contribution may be cash or in-kind and must be derived from nonfederal sources/funds. VOCA match may include state or local funds, foundation grants, private donations of cash, services or goods, etc.

CVSSD will continue offer a blanket match waiver for 100% of applicants match requirement on this VOCA 2023-2025 Award. This blanket waiver is incorporated into your E-Grant application and does not require you to complete a CVSSD Match Waiver request.

## **H. AVAILABILITY AND DURATION OF FUNDING**

The grant cycle of the 2023-2025 VOCA Non-Competitive Grant will be twenty-four (24) months. The grant period is October 1, 2023 through September 30, 2025.

Awards are contingent upon the availability of appropriated funds through the US Department of Justice, Office for Victims of Crime.

## **I. 2023 – 2025 GRANT AWARD ALLOCATIONS**

See Appendix B: VOCA Non-Competitive Annual Funding Allocation

## **J. CONDITION OF AWARDS**

### **Timely Completion of Grant Award Documents**

All grant awards are made conditional upon the subrecipient's 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 the organization's/program's Authorized Signer and/or the Board and Financial Officer. 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, required reports for all existing awards issued by CVSSD must be completed. The schedule for reporting requirements across all funds is located on the CVSSD website: <https://www.doj.state.or.us/crime-victims/for-grantees/reports-and-publications/>

### **Incomplete or Nonconforming Applications**

The State of Oregon reserves the right to reject any or all grant 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/program and may result in disqualification of the applicant. NOTE: The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee grant funding.

### **Conditional Awards**

All grant agreements issued by CVSSD include requirements 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 sub-recipient is successfully addressing an area of concern. When additional conditions are included in a grant agreement, the sub-recipient'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 the sub-award documents are executed only if the additional 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 then 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.

**VOCA** sub-award payments are quarterly and made on a reimbursement basis, meaning that grant funds are paid to the grantee agency/program after expenditures have been made. Payments to sub-recipients are made when CVSSD approves submitted quarterly Financial Reports, accompanied by all required progress and statistical reports due for that reporting period. Sample language as to the payment of VOCA awards and the conditions precedent to payment are included in the sample CVSSD VOCA Grant Agreement which can be viewed on the CVSSD website.

## SECTION IV: GENERAL APPLICATION & E-GRANT GUIDELINES

The following information is to assist you in completing the 2023-2025 VOCA Non-Competitive Grant Application for all eligible programs for the period **October 1, 2023 – September 30, 2025**. For more specific support, please refer to the Application Instruction document.

Technical assistance can be obtained by:

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

### KEY THINGS TO REMEMBER WHEN WORKING IN THE E-GRANT SYSTEM:

The E-Grants system will not allow an application to be submitted with error messages on any form within the application.

Remember to click “SAVE” frequently to save information you have entered. Do not wait to complete the page before saving. There is no way to retrieve lost information.

For radial button selections, click once to mark or change your selection, double-click to remove the selection completely.

Consider completing narrative sections in a word program and pasting it into the appropriate section. E-Grant does not have spell check feature and most text boxes have limited character counts. Using these tools in Word may be helpful.

If the system is idle for an hour, it will time out. All unsaved information will be lost.

CVSSD recommends submitting the application at least 1-2 days prior to the DUE date to avoid any unanticipated technical problems. LATE applications WILL NOT be accepted.

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

**Applications are due Monday, August 28, 2023 by 4:59 p.m. DST.**

Your grant application will not be accessible after the deadline.

## SECTION V: MONITORING, REPORTING, AND FINANCIAL REQUIREMENTS

### A. GRANT MONITORING

CVSSD will monitor each grantee receiving VOCA and CFA funds. 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 or virtual visits. Grantees will be contacted by their assigned fund coordinator prior to a site visit being scheduled.

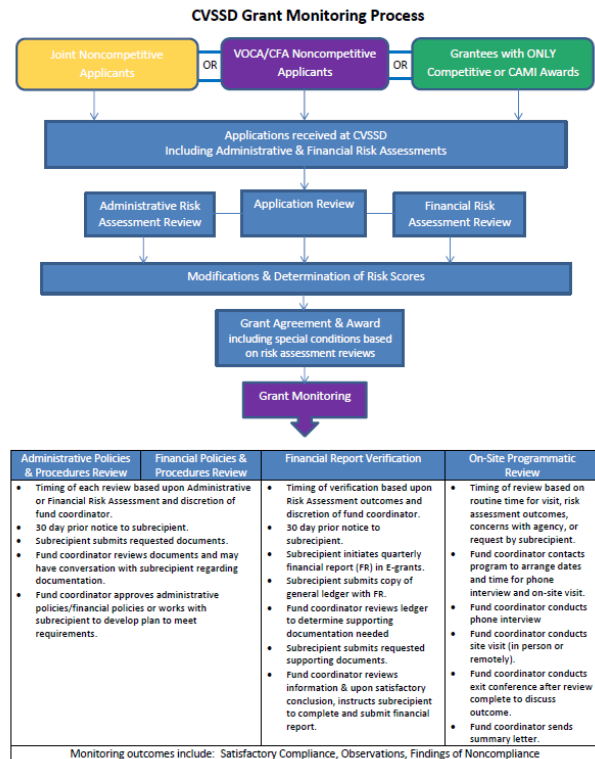
A Grant Monitoring Checklist can be found on the CVSSD website (located FOR GRANTEE; Grant Guidance Documents). This list is not inclusive and will continue to be updated as information changes.

### B. DEFAULT

All CVSSD grant agreements who fail to meet any of the reporting requirements included in this section (financial, narrative, and/or statistical), shall be considered in default under the grant agreement. In such a case, CVSSD has the right to termination the grant award. CVSSD may also reduce the grant award proportionately to the period for which reports were not submitted in a timely manner. Please see the “Termination and Default” section of the CVSSD Grant Agreement for information.

### C. REPORTING REQUIREMENTS

Reporting for this application will be done through the CVSSD E-Grant system, and as appropriate, in Office for Victims of Crime (OVC) Performance Measure Tool (PMT) online system. Details on reporting in the OVC PMT online system will be provided when awards are final. Reporting schedules can be located on the award Grant Agreement COVER PAGE and on the CVSSD website.



**FINANCIAL REPORTING:**

Grantees must submit a quarterly Financial Report form. All required quarterly progress reports must be submitted and accompany the financial report before the financial report will be approved and processed for payment. In addition to any specified conditions, grantees must adhere to the financial guidelines set forth in the fund specific CVSSD Grant Agreement.

**NARRATIVE REPORTING:** Grantee's must answer narrative questions that will be submitted annually in both the OVC PMT online system and in a VOCA Progress Report through E-Grants.

Federal Report Outcome Questions in the OVC PMT: The following questions will appear in the OVC PMT due annually on OCTOBER 31<sup>st</sup>.

- Number of requests for services that were unmet because of organizational capacity issues; please explain.
- Does your program/agency formally survey clients for feedback on services received? All VOCA sub-recipients must say 'yes'.
- Number of surveys distributed (includes, but is not limited to, those distributed by hand, mail or other method). Simply add up your quarterly numbers.
- Number of surveys completed. Simply add up your quarterly numbers.
- Please discuss some of the challenges your victim assistance program faced during the Federal fiscal year. Be explicit as CVSSD is aware that all agency/programs have some challenges. Do not enter "no challenges."

VOCA Annual Report question in CVSSD E-Grants: Grantee's must answer narrative questions in CVSSD E-grants progress reports forms. CVSSD collates grantee's responses into the annual Performance Report which CVSSD submits to OVC. These questions will appear in your E-grants Progress Report due on OCTOBER 31.

- Discuss the issues in your agency/program that either assist or prevent victims from receiving assistance during the reporting period.
- Describe ways that your agency/program promoted the coordination of public & private efforts within the community to help victims of crime.
- Describe any activities that improved the delivery of services to victims from your agency/program.
- Discuss how (child abuse, domestic assault, sexual assault, and underserved) VOCA funds have been used to assist crime victims, using case histories. Provide a case history for each funded category.
- Describe efforts taken to serve victims of federal crimes.

- Identify emerging issues or notable trends affecting crime victim services in your service area during the reporting period. This would include issues or trends seen within the court, community, law enforcement, faith community & schools.
- Outline any staffing retention issues that your agency/program had and why these issues have occurred during the reporting period (e.g., staff turnover due to low salary & benefits, COVID related, heavy workload, retirement, change of profession, relocation, change in lifestyle, etc). Without providing names, provide a narrative that includes all staff retention issues for this reporting time.
- Explain the methods your agency/program utilized to publicize its victim assistance funding for services to victims of crime during the reporting period.
- Explain how your agency/program was able to provide direct funding to new/underserved populations during the reporting period.
- Explain how your agency/program was able to respond to identified gaps in services. Be explicit, as CVSSD is aware that all agency/programs have gaps in services. Do not enter “no gaps.”

VOCA-NC Statistical Reporting Requirement: CVSSD Grant Agreement requires a grantee to report statistical data on a quarterly basis in the OVC-PMT and E-Grants. VOCA ONLY stats are reported in PMT. CFA and ALL VAP stats are reported in E-Grants. Additional information will be provided once there is an award.

All statistical data must be as accurate as possible. Therefore, grantee’s must be able to distinguish between new and ongoing clients. It is essential that the proper data be collected and reported. If requested by CVSSD, all grantee’s must be able to verify their reported statistical data.

All grantee’s receiving VOCA funds are required to complete and submit the CVSSD Common Outcome Measures reporting form in CVSSD E-Grants. CVSSD reserves the right to adjust or modify these measures and target outcomes, as well as the procedures and forms for collecting the information. If adjustments are required, a grantee will be provided sufficient notice to make the required changes.

## **D. SCHEDULE FOR REQUIRED REPORTS**

The complete reporting schedule for all CVSSD grants is available at

<https://www.doj.state.or.us/crime-victims/for-grantees/reports-and-publications/>

## **E. COMMON OUTCOME MEASURES & COLLECTING CLIENT FEEDBACK**

All VOCA grant recipients are required to collect feedback on services provided using the currently prescribed Common Outcome Measures listed below. The client feedback is not tied

to a specific VOCA funded project, but rather to ALL victim services provided by the program. Programs are asked to collect client feedback from at least 10% of appropriate clients with the goal of a 90% positive response.

Grantees are only obligated to survey appropriate clients and should specify which clients will be surveyed via an internal, agency/program policy. Example: no clients in crisis would be appropriate, whereas clients receiving follow-up services may be more appropriate to complete the survey. Programs may use client feedback forms already in use in their agency.

ALL programs are required to include the following measure that will be common across all VOCA funded programs:

- 1. “The (insert name of agency/program) provided me with services that helped me make informed choices about my situation.”***

IN ADDITION, programs must ask the following appropriate two discipline specific measures:

For programs serving all victims of crime (including C-VAP, DA-VAP and Tribal Nations):

- 2. As a result of the information that I received from the Victim Assistance Program, I better understand my rights as a victim of crime.***
- 3. The information given to me by the Victim Assistance Program helped me better understand the criminal justice system process as it related to my case.***

For programs serving primarily victims of child abuse:

- 2. The agency/program staff treated my family with sensitivity and respect.***
- 3. The agency/program staff was supportive in helping me to access recommended treatment services for my child and family.***

All grantees receiving VOCA funds are required to complete and submit the CVSSD Common Outcome Measures reporting form in CVSD E-Grants.

CVSSD reserves the right to adjust or modify these measures and target outcomes, as well as the procedures and/or forms for collecting the information. If adjustments are required, grantees will be given notice to make any required changes.

## **F. UNSPENT & DE-OBLIGATION OF GRANT FUNDS**

Grant awards for the period October 1, 2023 – September 30, 2025 will not be extended beyond the two (2) year award period.

**VOCA:** The VOCA Grant Agreement provides that grant funds not expended within the grant term shall be deobligated and returned to CVSSD. To the extent practicable and within its discretion, CVSSD may re-obligate such funds based on the allocation formula, taking into consideration factors including: the amount of funds deobligated; the timing of the deobligation; and the alternatives for reobligating the funds. To avoid deobligation of grant funds, a grantee is encouraged to redirect funds in a timely manner, as directed in the most recent version of the VOCA Grant Management Handbook.

## SECTION VI: SUBMISSION INFORMATION

**VOCA Non-Competitive grant applications MUST be submitted through the CVSSD E-Grant system.** For instructions on how to submit your application, please review the “Submitting your Application” section of the CVSSD *E-Grants Applicant User Guide*.

**THE VOCA-NC GRANT APPLICATION IS DUE:**

**AUGUST 28, 2023 (Friday) by 4:59 pm, PDT**

***WHEN APPLICATIONS ARE SUBMITTED, THEY ARE ENTERED INTO A “READ-ONLY” STATUS & CAN NOT BE CHANGED.***

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

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

## SECTION VII: REVIEW OF APPLICATION & RESERVATION OF RIGHTS

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

This is a non-competitive grant; however, applications must meet the VOCA/CVSSD eligibility requirements to be considered for funding.

Applications will be reviewed by CVSSD Grant Management staff. In addition to the application, staff may review program financial and service information, previous site visit reviews and



other relevant information, including reporting for previous grants through the present. CVSSD staff may seek guidance from funding advisory bodies on specific applications.

CVSSD may seek clarification from applicants on an application, including asking for additional information and may negotiate additional changes with an applicant.

## **B. RESERVATIONS OF RIGHTS**

CVSSD reserves the right to:

1. Seek clarifications of each application, and/or to 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, in their sole discretion, whether a proposal does or does not, substantially comply with the requirements of this VOCA/CFA RFA; and
4. Waive any minor irregularity, informal or non-conformance, with the provisions or procedures of this VOCA-NC RFA.

## **SECTION VIII: REVIEW OF REWARD DECISION**

### **A. INFORMAL REVIEW**

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

### **B. FORMAL REVIEW**

- An applicant has a right to a review of the award decision with regards to its application.
- Each applicant will be informed of this review procedure at the time a decision is made regarding its application.
- No applicant will be subject to reprisal for seeking a review of an award decision.
- An applicant may request a review, by written request, to CVSSD within seven (7) calendar days after receiving notification of the award decision.
- When CVSSD is notified that an applicant has requested an award decision review, a meeting will be scheduled for the applicant to meet with the CVSSD Grant Fund Coordinator and with up to three (3) members of the CVSSD Advisory Committee. Every effort will be made to hold this meeting within 14 calendar days of the receipt of the review request. The CVSSD Grant Fund Coordinator will notify the applicant of the meeting outcome/decision within five (5) working days following said meeting.

- If the matter at hand is not resolved through the above-described procedure, the applicant may request a review of the issue by the Oregon Attorney General or designee. The applicant shall make a written request for such a review to the Director of CVSSD within seven (7) calendar days following notification of the results of the meeting described in the preceding paragraph.
- Every effort will be made to have a final decision by the Oregon Attorney General or designee within 14 calendar days of receipt of the request.

## APPENDIX A: TRAINING REQUIREMENTS FOR STAFF, VOLUNTEERS, INTERNS, BOARD OF DIRECTORS, AND LEADERS

### A. STAFF

All recipients of VOCA funds must ensure that all staff providing direct services in Child Abuse Intervention Centers, and Specific Population organizations will successfully complete the Oregon Basic State Victim Assistance Academy (SVAA) training during the first year of the VOCA Non-Competitive grant cycle. Proposed VOCA funded staff that has previously attended SVAA have met this requirement. Information about the SVAA training is available on the NCVLI website:

[https://law.lclark.edu/centers/national\\_crime\\_victim\\_law\\_institute/projects/OR\\_SVAA/](https://law.lclark.edu/centers/national_crime_victim_law_institute/projects/OR_SVAA/).

VOCA funded staff with direct responsibility for domestic violence and sexual assault programs must successfully complete training that meets the Joint Allocation advocacy training requirements which can be found on CVSSD webpage. The training requirements can be met by completing the online Core Advocate Training developed by the Oregon Coalition Against Domestic and Sexual Violence available at:

<http://www.ocadsv.org/resources/online-core-advocacy-training-online/>

VOCA funded campus-based staff providing direct services to survivors of gender-based violence will successfully complete the 40-hour Campus Advocacy Training provided by the Oregon Attorney General's Sexual Assault Task Force. The Campus Advocate Training is also available online at:

<http://oregonsatf.org/training/40-hour-campus-advocat-training-online/>

VOCA funded staff from Child Abuse Intervention Centers, Specific Population, and Tribal Nation victim service/assistance programs may alternatively submit a 40-hour training plan for CVSSD approval that covers topics relevant to the funded staff position(s). The 40-hour training plan may include relevant topics from the:

- Oregon Basic State Victim Assistance Academy described above;
- Office for Victims of Crime Victims Assistance Training *Online* (VAT *Online*) found at: [https://www.ovcttac.gov/views/TrainingMaterials/dspOnline\\_VATOnline.cfm](https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm) under the Course Descriptions;
- Core Advocate Training described above; and
- Additional population-specific topics or other related training as approved by CVSSD.

All VOCA funded staff providing direct services is required to attend a Crime Victims' Compensation Program (CVCP) training every two (2) years.

Address Confidentiality Program (ACP) training is recommended, however, not mandated. It is recommended that each agency/program have at least one (1) Certified ACP Application Assistant staff to support victims in understanding and completing the ACP process. An ACP Application Assistant must renew their certificate every two (2) years.

CVCP and ACP training is available online with instructions and links located on the CVSSD webpage. For any additional information, contact Christy Simon at [Christy.A.Simon@doj.state.or.us](mailto:Christy.A.Simon@doj.state.or.us).

Applicants are encouraged to include projected staff training costs in their grant budget. These costs can include applicable registration fees, lodging, meals and mileage. See [www.gsa.gov](http://www.gsa.gov) for per diem rates.

All agency/program staff NOT providing direct service should minimally be informed on the basics of providing services to victims of crime.

## **B. VOLUNTEERS & INTERNS**

Volunteers and Interns providing VOCA funded direct services in domestic violence and sexual assault programs must complete training that meets the state requirement which can be found on CVSSD's webpage. The training requirement can be met by completing the online Core Advocate Training developed by the Oregon Coalition Against Domestic and Sexual violence available at:

<http://www.ocadsv.org/resources/online-core-advcoacy-training>.

Volunteers and Interns providing VOCA funded campus-based staff providing direct services to survivors of gender-based violence will successfully complete the 40-hour Campus Advocacy Training provided by the Oregon Attorney General's Sexual Assault Task Force. The Campus Advocate Training is also available online at:

<http://oregonsatf.org/training/40-hour-campus-advocat-training-online/>

Volunteers and interns providing VOCA funded direct services in Child Abuse Intervention Centers and Specific Population programs or Tribale Nations are required to successfully complete the OVC VAT Online training (or a training program that minimally covers the topics included in the VAT Online training) during the first year of the grant cycle. Registration information for the VAT Online training can be accessed at: <https://www.ovcttac.gov/vatonline>. Alternatively, organizations may submit a training plan for CVSSD approval that covers topics relevant to specific volunteer position(s), which may be from all trainings previously listed under STAFF TRAININGS.

The **Volunteer/Intern Coordinator/Supervisor** will develop a training plan that will consist of a minimum of 40 hours based upon the needs of the program and volunteers. It is the responsibility of the Coordinator/Supervisor to document what training are completed for each named volunteer/intern. This is best documented with the dated training agenda and sign in sheet placed in each volunteer/intern's personnel file. The CVSSD Grant Fund Coordinator will verify this information at the time of an in-person visit. Volunteers and Interns NOT providing direct services should minimally be informed on the basics of providing services to victims of crime.

## **C. BOARD of DIRECTORS and LEADERS**

Each non-profit organization or Tribal Nation will identify the individual or group with direct responsibility for the “Victim Services” program.

The designated leader(s) that provide oversight to the grant funded program(s) may include members of the Board of Directors, Tribal leaders, the program supervisor, or a DV/SA Advisory Board/Committee and are expected to attend an orientation that provides the information they need on their role in the organization. Minimally, this may include organization overview, orientation of the Board manual, roles and responsibilities of the board, overview of Board structure, overview of board operations, fiduciary responsibilities, and review of strategic plan/administrative activities.

The designated leader(s) shall also attend a minimum of 12 hours of training in at least one of the VOCA priority categories (domestic violence, sexual assault, underserved, child abuse, or general victim services) depending on the services provided by the agency. Leaders with professional expertise in a relevant VOCA priority category are not required to attend training. Ongoing training in the areas of service provided by your agency is strongly encouraged. Training can be presented over several months, through annual meetings, self-study with debriefing, etc., however, must be documented. The CVSSD Grant Fund Coordinators will request to view the actual documentation of training at a site visit.

**APPENDIX B:**  
**2023-2025 VOCA NON-COMPETITIVE GRANT ALLOCATION**

County	VOCA Year 1 Allocation	VOCA Year 2 Allocation	Total Maximum <sup>1</sup> VOCA Allocation	Total Match Waived
ABC House	\$ 150,188.00	\$ 150,188.00	\$ 300,376.00	\$ 75,094.00
Amani Center	\$ 90,794.00	\$ 90,794.00	\$ 181,588.00	\$ 45,397.00
Baker County CAC	\$ 77,506.00	\$ 77,506.00	\$ 155,012.00	\$ 38,753.00
CAC of Jackson County	\$ 149,972.00	\$ 149,972.00	\$ 299,944.00	\$ 74,986.00
CAC of Lincoln County	\$ 85,680.00	\$ 85,680.00	\$ 171,360.00	\$ 42,840.00
CARES Northwest	\$ 593,891.00	\$ 593,891.00	\$ 1,187,782.00	\$ 296,945.50
Children's Center of Clackamas County	\$ 227,836.00	\$ 227,836.00	\$ 455,672.00	\$ 113,918.00
Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of Siletz Indians	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of the Grand Ronde Community of Oregon	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of the Umatilla Indian Reservation	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of the Warm Spring Reservation of Oregon	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Coquille Indian Tribe	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Cow Creek Band of Umpqua Tribe of Indians	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Douglas County Children's Center	\$ 108,473.00	\$ 108,473.00	\$ 216,946.00	\$ 54,236.50
Dougy Center	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Governmental Departments of the Burns Paiute Tribe	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Guardian Care Center	\$ 108,216.00	\$ 108,216.00	\$ 216,432.00	\$ 54,108.00
Handicap Awareness & Support League - Project DART	\$ 90,426.00	\$ 90,426.00	\$ 180,852.00	\$ 45,213.00
Helping Hearts	\$ 74,463.00	\$ 74,463.00	\$ 148,926.00	\$ 37,231.50
Jackson County SART	\$ 83,212.00	\$ 83,212.00	\$ 166,424.00	\$ 41,606.00
Janus Youth - Insights Teen Parent Program	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Josephine Children's Advocacy Center	\$ 100,237.00	\$ 100,237.00	\$ 200,474.00	\$ 50,118.50
Juliette's House	\$ 124,940.00	\$ 124,940.00	\$ 249,880.00	\$ 62,470.00
Kids' FIRST	\$ 191,193.00	\$ 191,193.00	\$ 382,386.00	\$ 95,596.50
Kids' HOPE Center	\$ 92,896.00	\$ 92,896.00	\$ 185,792.00	\$ 46,448.00
Kids Intervention and Diagnostic Service Center	\$ 164,558.00	\$ 164,558.00	\$ 329,116.00	\$ 82,279.00
Klamath-Lake CARES	\$ 98,280.00	\$ 98,280.00	\$ 196,560.00	\$ 49,140.00
Liberty House	\$ 250,682.00	\$ 250,682.00	\$ 501,364.00	\$ 125,341.00
Mt. Emily Safe Center	\$ 90,110.00	\$ 90,110.00	\$ 180,220.00	\$ 45,055.00
Northwest Human Services	\$ 76,675.00	\$ 76,675.00	\$ 153,350.00	\$ 38,337.50
Old Mill Center for Children and Families	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Parents of Murdered Children	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Relief Nursery	\$ 75,400.00	\$ 75,400.00	\$ 150,800.00	\$ 37,700.00
SafeSpace	\$ 93,608.00	\$ 93,608.00	\$ 187,216.00	\$ 46,804.00
STAR Center	\$ 85,523.00	\$ 85,523.00	\$ 171,046.00	\$ 42,761.50
The Klamath Tribes	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
The Lighthouse for Kids	\$ 85,520.00	\$ 85,520.00	\$ 171,040.00	\$ 42,760.00
The Next Door	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Tillamook County CAC	\$ 81,140.00	\$ 81,140.00	\$ 162,280.00	\$ 40,570.00
Wally's House	\$ 77,468.00	\$ 77,468.00	\$ 154,936.00	\$ 38,734.00
Washington County Sheriff's Office	\$ 83,676.00	\$ 83,676.00	\$ 167,352.00	\$ 41,838.00
<b>Total</b>	<b>\$ 4,985,063.00</b>	<b>\$ 4,985,063.00</b>	<b>\$ 9,970,126.00</b>	<b>\$ 2,492,531.50</b>

<sup>1</sup> Grantees may apply for up to the amounts listed. Electing not to apply for the full allocation will not impact future funding.