

OREGON DEPARTMENT OF JUSTICE

CRIMINAL FINE ACCOUNT (CFA)

GRANT MANAGEMENT HANDBOOK



Attorney General Dan Rayfield
Oregon Department of Justice
Crime Victim and Survivor Services
Division
1162 Court Street NE
Salem, OR 97301-4096
(503) 378-5348

The Criminal Fine Account (CFA) Grant Management Handbook discusses general program requirements and restrictions relating to the administration of CFA funds through the Oregon Department of Justice (DOJ), Crime Victim and Survivor Services Division (CVSSD). It is expected that this Handbook will provide a ready resource for those agencies in the process of applying for a CFA Grant, as well as, providing grant recipients with a resource throughout the grant period.

The CFA Program Grant Management Handbook, the Request for Applications, and CVSSD E-Grants tools can be accessed on the CFA Funding website: [Criminal Fine Account \(CFA\) Funding - Oregon Department of Justice \(state.or.us\)](https://state.or.us/criminal-fine-account-cfa-funding)

The CFA Program grant application and associated forms **are all completed through CVSSD E-Grants**. CVSSD E-Grants may be accessed at: www.cvssdegrants.com



DOJ Grant Specialist Maria Ruiz Ceja :
Phone: (503) 378-8435 Fax (503) 378-5738
E-mail: maria.ruizceja@doj.oregon.gov

For additional information, please contact:

Benjamin Bradshaw 971-673-3846 benjamin.bradshaw@doj.oregon.gov
Mailing Address: Oregon Department of Justice, Crime Victim and Survivor Services Division 1162 Court Street NE Salem, Oregon 97301-4096



**For information on
Oregon's Crime Victim Compensation Program (CVCP),
please contact:**
Christy Simon, Crime Victim Compensation Manager
Phone: (503) 378-5058 ☐ E-mail: christy.a.simon@doj.oregon.gov
Toll-free within the State of Oregon (800) 503-7983

CVSSD is the Administrative Agency for CFA Grant Programs. CVSSD has prepared this Grant Management Handbook to assist grantees in complying with state requirements.

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SECTION 1

INTRODUCTION TO CFA

A. PROGRAM BACKGROUND

As a result of the 1983 Oregon legislature, (ORS 147.227) the Oregon Department of Justice, Crime Victim and Survivor Services Division (CVSSD) was given authority to disburse a portion of the unitary assessment monies that the Criminal Injuries Compensation Account receives from the Criminal Fine Account, to counties and cities where prosecuting attorneys maintain victims' assistance programs approved by CVSSD (see Eligibility Requirements below). CVSSD distributes these funds to counties and cities in which prosecuting attorneys maintain qualified victims' assistance programs.

B. FUNDING ALLOCATION

The criteria for the equitable distribution of moneys disbursed under CFA to programs (the "Formula") is based upon a funding model which considers historic county program allocation methods and follows these guidelines:

1. The amount of funding shall reflect consideration of county per capita population, and other similar criteria.
2. *The Formula* established for counties will be applied to cities and be adjusted as necessary to reflect the current percentage of the total of program funding the counties have received under the current allocation per 137-078-0010(2)(a). New city programs will only be approved for funding after consultation with the Advisory Committee and after a memorandum of understanding (MOU) between the County and City programs has been executed. The financial impact and funding considerations associated with adding a new city program will be considered in the context of ORS 147.227(2)(c) which requires service priority to victims of serious crimes against persons.

3. The Formula may be revised periodically by CVSSD, following consultation with the Advisory Committee to reflect statistical updates relating to the criteria reflected in the formula, and the amount of Criminal Fine Account revenues provided to CVSSD's Criminal Injuries Compensation Account.
4. Distribution of moneys to programs and the related conditions, including availability of monies available for funding, shall be described in a grant agreement. The grant agreement shall incorporate by reference the requirements of the CFA funds, and other terms and conditions which apply. If a program elects to accept funding based on the terms and conditions set forth in the grant agreement, an authorized representative of the program shall sign the grant agreement and upload the agreement into CVSSD E-Grants or return an original signed grant agreement to CVSSD within the timeframe established. Upon receipt of the signed grant agreement, CVSSD shall distribute funds to the county or city upon the terms contained in the grant agreement.
5. Program funding will be made to approved programs according to the criteria for equitable distribution. Program funding will commence at the beginning of the fiscal year in which application for funding is made and will continue for a one- or two-year period immediately following execution of the grant agreement for funding by CVSSD. Funds will be distributed on a quarterly basis or as determined by CVSSD.

SECTION 2

CFA GRANT APPLICATION PROCESS

A. APPLICATION TIMELINE

CFA grant funds are available on a biennial basis and are awarded in a non-competitive process. The fiscal year is from July – June.

Application for program approval shall be submitted through CVSSD E-Grants. See below for further information regarding CVSSD E-Grants.

When the request for application (RFA) is released, it can be accessed on the DOJ CVSSD website: [Criminal Fine Account \(CFA\) Funding - Oregon Department of Justice \(state.or.us\)](https://www.state.or.us/cvssd/criminal_fine_account_funding.html) and by logging into the CVSSD E-Grants system.

B. APPLICATION REVIEW PROCESS

Applications will be funded if they sufficiently meet the eligibility requirements, provided CFA funds are available from the State for sub-grants. DOJ CVSSD staff review applications internally and check to make sure they comply with CFA ORS and OARs. DOJ CVSSD staff will review program financial and service data at site visits in order to assess each applicant's ability to provide strong fiscal management and comply with reporting requirements and meet other terms required by this RFA and the DOJ CVSSD grant agreement. DOJ CVSSD staff may seek clarification or ask for additional information from applicants and may require modifications to an application.

C. RESERVATION OF RIGHTS

DOJ 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 its 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.

D. CVSSD E-GRANTS

CVSSD E-Grants is a comprehensive web-based grant application and reporting system. Using CVSSD E-Grants, grantees complete grant applications, submit reports, and request grant amendments online. This system provides for a more streamlined application and reporting process for both grantees and DOJ CVSSD staff.

The web address for CVSSD E-Grants is www.cvssdegrants.com. In order to use CVSSD E-Grants you must be granted access via your agency's Authorized Official (AO). For VAP programs this is most often the District Attorney of the county.

For more information on how to access E-Grants, as well as how to complete most functions in E-Grants, grantees can consult the CVSSD E-Grants Applicant User Guide found at: [E-Grants Subgrantee Manual \(state.or.us\)](http://E-Grants.SubgranteeManual.state.or.us).

SECTION 3

ELIGIBILITY REQUIREMENTS

A. STATUTORY REQUIREMENTS AND APPROVAL OF FUNDING

To be eligible for approval by CVSSD as a “qualified victims’ assistance program,” and thus be eligible for CFA funds, a victims’ assistance program must: 1) be administered by the District Attorney of the county or city attorney of the city, 2) provide services to victims of all crimes, 3) give service priority to victims of serious crimes against persons, and 4) collaborate with community-based and government agencies to benefit victims.

Per OAR 137-078-0010, to be eligible and approved for distribution of moneys under the CFA fund, a city or county victims’ assistance program must be operational at the time an application for funding is made. Oregon Administrative Rules (OAR 137-078-0010) state that programs which are determined to be eligible under the CFA funds and are approved for funding will continue to be approved for funding indefinitely subject to the availability of Criminal Fine Account revenues, OAR 137-078-0050.

A program is considered operational if at the time of application for funding, it is providing the following core services:

1. Inform victims, as soon as practicable, of the rights granted to victims under Oregon law;
2. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
3. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;

4. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order;
5. Prepare victims for court hearings by informing them of the procedures involved;
6. Accompany victims to court hearings when practicable and requested;
7. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
8. Inform victims of the processes necessary to request the return of property held as evidence;
9. Assist victims with the logistics related to court appearances when practicable and requested;
10. Assist victims in preparing and submitting crime Victims' Compensation Program claims to the Department of Justice under ORS 147.005 to 147.367, and;
11. Encourage and facilitate victims' testimony.

The program shall, at the time the application for funding is made, state whether or not the approved program will continue in operation for the then current fiscal year ending September 30. In the event the application indicates that the program will not continue beyond September 30th of the then current fiscal year, Funding for the program will expire on September 30th of that year. Any subsequent reactivation of a program or initiation of a new program will require a new application for funding.

If a program discontinues a core service as described in *Section 3A* of this Handbook (OAR 137-078-0030), CVSSD may require a new approval

of funding, based upon a new program application, in order to continue funding of the program. The addition of services to an approved program does not require a new approval or new program application for continued funding.

B. CVSSD REQUIREMENTS

In addition to providing the services noted above, CFA fund recipients are required to meet the following standards:

1. EFFECTIVE SERVICES

Applicants will provide the core services as described in *Section 3.A.* of this Handbook (OAR 137-078-0030) and meet all of the eligibility criteria of the CFA funds per ORS 147.227 and OAR 137-078-0000.

2. MEANINGFUL ACCESS TO EFFECTIVE SERVICES

To ensure meaningful access to services for all victims of crime across the State, programs must be able to appropriately respond to requests for assistance (e.g., preparing victims of crime for court hearings, assisting victims in applying for Crime Victim Compensation Program (CVCP) funds, providing victims with information and referrals to resources and services outside of the program's focus areas, etc.). In addition, victim assistance programs must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency, including referrals and connections to cultural and population specific organizations.

3. GOOD FISCAL MANAGEMENT

Agencies will be able to maintain adequate funding, expend funds according to submitted budgets, keep financial records, and comply with all fund reporting requirements. Agencies with deficiencies in any of these good fiscal practices may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is

awarded. Additional information can be found in *Section 5: Reporting Requirements* of this handbook.

4. FINANCIAL, DATA AND OUTCOME REPORTING

All agencies must comply with the CVSSD reporting requirements including the timely submission of quarterly financial reports and the Annual Report. Applicants with deficiencies in timely and accurate reporting in other DOJ CVSSD grants may be subject to withholding of these funds. See Section 5 for a complete description of reporting requirements.

5. RELEVANT FEDERAL AND STATE LAWS COMPLIANCE

By submitting an application and signing a grant agreement, agencies signify their intent to comply with relevant Federal and State laws, including but not limited to Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

6. CONFIDENTIALITY POLICIES AND PROCEDURES

All recipients of CFA funds are expected to protect the confidentiality and privacy of persons receiving services. The recipient shall not disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through their program; or reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an un-emancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial program. Consent for release may not be given by the abuser of the minor, a person with disabilities, or the abuser of the other parent of the minor.

If release of information described in the previous paragraph is compelled by statutory or court mandate, the fund recipient shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

Fund recipients may share (1) non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements; (2) court-generated and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and (3) law-enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.

The terms “personally identifying information,” “individual information,” or “personal information” means individually identifying information for or about an individual victim including (1) a first and last name; (2) a home or other physical address; (3) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (4) a social security number; and (5) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any other non-personally identifying information would serve to identify any individual.

Additionally, all CFA fund recipients are required to notify DOJ CVSSD promptly after receiving a request from the media for information regarding a recipient of services funded with grant moneys. Confidentiality policies will be reviewed at the time of the in-person visit to the program by DOJ CVSSD grant management section staff.

7. DEMONSTRATED COMMUNITY PARTNERSHIPS

Applicants will begin or maintain their involvement in coordinated community public and private efforts to aid crime victims. Coordination and collaboration may include, but is not limited to, serving on SARTS, DVERTs, Domestic Violence Councils, local or Native American task forces, working groups, coalitions and/or multi-disciplinary teams. Coordination and collaboration efforts may include developing written agreements that contribute to better and more comprehensive services to crime victims and a better understanding of the services partners provide.

8. STRATEGIC PLANNING

The purpose of the planning process is to identify needs of and appropriate services for the communities served by each applicant, with added focus on the unique needs of underserved communities and populations. The process should include input from victims and from the applicants' community partners. Ideally, a thorough planning process will include both internal agency planning, as well as external community-wide planning. DOJ recognizes that the willingness of partners to collaborate and resources supporting that collaboration vary from community to community.

9. CULTURALLY RESPONSIVE AND ACCESSIBLE SERVICES

Agencies will provide services that are culturally responsive and accessible to the populations in their communities. Applicants will continue or begin an assessment and planning process to identify and prioritize community needs and agency responses.

10. TRAINING REQUIREMENTS

All recipients of CFA grant funds will provide training to all CFA funded staff and volunteers/interns as noted below:

CFA-funded staff will successfully complete the State Victim Assistance Academy (SVAA) during the first year of the CFA grant cycle. All staff not providing direct service should minimally be informed on the basics of providing services to victims of crime. Proposed CFA funded staff who have already attended SVAA have already met this requirement.

Additional information for the SVAA training can be found on the National Crime Victim Law Institute website:
<https://ncvli.org/what-we-do/oregon-svaa/>

Volunteers and interns supporting the CFA Grant will successfully complete the online Office for Victims of Crime (OVC), Victim Assistance Training (VAT) during CFA grant cycle. The OVC VAT information can be accessed at: <https://www.ovcttac.gov/vatonline>. In the alternative, the volunteer/intern supervisor may develop a training plan to consist of a minimum of 40 hours based upon the needs of the program and volunteers. It is the responsibility of the volunteer/intern supervisor to document the training completed. Fund Coordinators will verify this information at the time of an in-person site visit. Volunteers and interns not providing direct service should minimally be informed on the basics of providing services to victims of crime.

Crime Victim Compensation Training

All CFA-funded staff are required to attend CVCP training at least once every four years, with new staff attending CVCP training within six months of hire.

For additional information about this online training visit the DOJ CVSSD webpage:

<https://www.doj.state.or.us/crime-victims/training-opportunities/cvssd-trainings/>

SECTION 4

CFA MANAGEMENT AND OPERATIONS GUIDELINES

A. INTRODUCTION

These guidelines have been established to provide clarification for CFA grant recipients, as well as to supplement information included in your CFA Grant Agreement or information received from your fund coordinator. **The first source of information as to grantee requirements and obligations is the Grant Agreement.** Grantees should read the Grant Agreement carefully to familiarize themselves with its terms, conditions, and requirements. These Policy and Procedure materials make reference to the sections of the Grant Agreement in which specific requirements are described.

B. GUIDELINES FOR EMPLOYEE MANAGEMENT

1. Staff Issues.

Only staff providing direct services to crime victims, along with persons who recruit, train and supervise volunteers utilized as part of the CFA grant may be funded. Other paid staff can be funded only if it can be demonstrated that they are essential to support the delivery of direct services. Staff providing victims services or restitution assistance to business entities who are named victims may fund these activities with CFA as VOCA funds may only be used to serve individual victims of crime.

2. Changes in grant-funded staff.

All grantees are obligated to notify DOJ CVSSD of staffing changes that relate to overall organizational capacity to provide the services indicated and/or described in a grantee's application. Grant funded staff changes will be updated in the staff roster by the grantee at the time the staff change occurs. It is the responsibility of the District Attorney to notify CVSSD within thirty (30) days of any change in leadership within the program (i.e., Director).

3. Time/Attendance records.

Accurate time/attendance records must be maintained for all positions budgeted under a CFA grant. Adequate documentation must be maintained within the CFA file. Special care should be taken if a position is funded from more than one source to clearly identify each source and to assure that the position is not funded beyond 1.0 FTE (regular schedule) overall. Additionally, positions funded by multiple sources must establish timekeeping practices that will substantiate the charges to each funding source. CVSSD timekeeping can be reviewed at [Grant Guidance Documents - Oregon Department of Justice \(state.or.us\)](http://state.or.us).

4. Personnel policies & procedures.

Written personnel policies and procedures with regard to work hours, holidays, vacation, sick leave, overtime pay, compensatory time, termination, job descriptions and job qualifications must be available at the agency for review at the time of an in-person site visit.

C. VOLUNTEERS

CVSSD strongly encourages that volunteers be used for direct service work with victims, meaning that any activity directly related to the implementation of the CFA Grant, and/or the delivery of victim assistance services. Examples include:

- Clerical/support services related to the administration of the grant (i.e., compiling semi-annual statistics) or services such as victim notification and correspondence;
- Accompanying victims to court and grand jury;
- Advocating for victims with other agencies;
- Providing information and referral;
- Advocating for release of property;
- Gathering client feedback;
- Crisis intervention; and
- Other standard advocate duties.

D. CRIMINAL HISTORY VERIFICATION

A grantee shall obtain a criminal history record check on any employee, potential employee or volunteer working with victims of crime as follows:

1. By having the applicant, as a condition of employment of volunteer service, apply for and receive a criminal history check from a local Oregon State Police Office and furnish a copy thereof to grantee; or
2. As the employer, by contacting a local Oregon State Police (OSP) office for an “Oregon only” criminal history check on the application/employee/volunteer; or
3. By the use of another method of criminal history verification that is at least as comprehensive as the OSP methods described in paragraphs 1 and 2 above.

A criminal record check will indicate convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer scheduled to work with victims of crime.

The grantee shall develop a policy or procedure(s) to review criminal arrests or convictions of employees, potential employees or volunteers. The review will examine:

- The severity and nature of the crime;
- The number of criminal offenses;
- The time elapsed since commission of the crime;
- The circumstances surrounding the crime;
- The subject individual’s participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and

- A review of the police or arrest report confirming the subject individual's explanation of the crime.

The grantee shall determine after receiving the criminal history check whether the employee, potential employee or volunteer has been convicted of one of the crimes described in this section, and, whether based upon the conviction, the person poses a risk to working safely with victims of crime. *If the grantee intends to hire or retain the employee, potential employee or volunteer, the grantee shall document in writing the reasons for hiring or retaining the individual.* These reasons shall address how the applicant/employee/volunteer is presently suitable or able to work with victims of crime in a safe and trustworthy manner, based on the policy or procedure(s) described in the preceding paragraph of this section. The grantee will place this explanation, along with the applicant/employee/volunteer's criminal history check, in the employee/volunteer/ personnel file for permanent retention.

E. GUIDELINES FOR ALLOWABLE AND UNALLOWABLE COSTS AND SERVICES

1. ALLOWABLE COSTS AND SERVICES

All reasonable activities and expenses that support or enhance the direct provision of the Statutorily Mandated Core Services below, and as outlined in OARs 137-078-0030, are allowable.

If you are planning an expenditure and have a question as to whether the expenditure is allowable, please contact a Fund Coordinator before the expense is incurred.

1.1. Statutorily Mandated Core Services

The Program shall provide core services to victims of all types of crime, with particular emphasis on serious crimes against persons. The core services shall be coordinated with available community and government-based programs that serve crime victims within the

jurisdiction of the City or County Program, in order to maximize benefits to crime victims. The core service categories are as follows:

1.1.1. Service Category: Victims' Rights Notification: "Inform victims, as soon as practicable, of the rights granted to victims under Oregon law."

(i) Service Definition: Establish a written procedure for notification to crime victims of their rights in Oregon.

(ii) Specific Service: Provide notice to victims of crime about their rights as a crime victim as soon as practicable including providing information about specific rights which must be requested to become rights and provide access to information about how to remedy situations where crime victim notification rights are not honored.

1.1.2. Service Category: "Ensure that victims are informed, upon request, of the status of the criminal case involving the victim."

(i) Service Definition: Establish a written procedure for notification to crime victims of any critical stages¹ of the criminal case as defined in ORS 147.500(5).

(ii) Specific Services: Upon crime victim request inform crime victims in advance of any critical stage of the proceeding.

1.1.3. Service Category: "Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime."

¹ Critical State hearings include: Juvenile detention and shelter hearings, release hearings or hearings to set or change conditions of release, hearings to review juvenile placement, hearings to transfer juvenile proceedings or parts of juvenile proceedings, waiver hearings, entry of plea and juvenile admission hearings, trial and juvenile adjudication hearings, juvenile dispositional hearing including restitution, juvenile review or dispositional review hearings, probation violation hearings including probation revocation hearing, expunction hearings, and hearings for relief from duty of sex offenders to report.

(i) Service Definition: Establish written procedures on providing “advocacy” which is defined as the act of assisting crime victims and family members through the aftermath of a crime, ensuring their rights are honored within the criminal justice system.

(ii) Specific Services: Advocacy for the purposes of these rules includes advocacy of the core services outlined in the approved Program application as well as acting as a liaison in locating and utilizing resources to improve the crime victims' emotional and mental health.

1.1.4. Service Category: "Assist victims in preparing restitution documentation for purposes of obtaining a restitution order."

(i) Service Definition: Establish a written procedure for assistance to crime victims in obtaining restitution or compensation for medical or other expenses incurred as a result of the criminal act;

(ii) Specific Service:

- Identify and contact crime victims who have sustained monetary losses and obtain verification of those losses (estimates of damage, salary verification, etc.);
- Make available to the Prosecuting Attorney and courts documentation of losses incurred by the crime victims;
- Assist crime victims when it is necessary for them to attend a restitution hearing;
- Assist crime victims who inform the Program of non-receipt of restitution payments by providing referral to persons who may assist the crime victim in obtaining a remedy for a violation of crime victims' right;

1.1.5. Service Category: "Prepare victims for court hearings by informing them of procedures involved."

(i) Service Definition: Establish a written procedure to prepare crime victims for the various court stages through which a case progresses;

(ii) Specific Service: Prepare crime victims, when practicable, either by written or oral communication, of the various court procedures through which a case progresses (grand jury, arraignment, plea trial, etc.).

1.1.6. Service Category: "Accompany victims to court hearings when practicable and requested."

(i) Service Definition: Establish a written procedure to describe the circumstances under which crime victims may be accompanied to court hearings by Program personnel, consistent with the purpose of providing support and information when deemed necessary or upon request. The procedure shall define when this service is not practicable.

(ii) Specific Service:

- Upon request or when deemed necessary by the Program staff, arrange for advocate(s) to accompany crime victims to court;
- When possible, advocates who accompany crime victims to court will remain with crime victims throughout their court appearances.

1.1.7. Service Category: "Involve victims when practicable or legally required in the decision-making process in the criminal justice system."

(i) Service Definition: Establish a written procedure for crime victims' input into the decision-making process, both at the prosecutorial and the judicial level;

(ii) Specific Service:

- Involve the crime victims in the sentencing process, including appearances at sentencing hearings, making the court aware of the victim's presence, and facilitating the crime victim's involvement in the preparation of pre-sentence reports and the "Victim Impact Statement";
- Upon the crime victims' request, and to the extent practicable, ensure consultation with crime victims of violent felonies regarding the plea discussions before final plea agreements are made.

1.1.8. Service Category: "Inform victims of the processes necessary to request the return of property held as evidence."

(i) Service Definition: Establish a written procedure to inform crime victims and all family members of deceased crime victims of the process for the return of property held as evidence;

(ii) Specific Service:

- Refer crime victims to those criminal justice authorities responsible for the return of property held as evidence;
- Intercede on behalf of crime victims with those criminal justice authorities responsible for the return of property in order to obtain the early release of victims' property when necessary.

1.1.9. Service Category: "Assisting victims with the logistics related to court appearances when practicable and requested."

(i) Service Definition: Establish a written procedure to assist victims facing logistical barriers to appearing in court;

(ii) Specific Service:

- Assist crime victims in arranging for the provision of temporary childcare when appropriate;
- Upon request, arrange for transportation of crime victims when deemed necessary for their participation in the criminal justice proceedings;
- Upon request, intercede with an employer on the crime victims' behalf where the need for court appearance has caused, or will cause, an employed person to lose time from work and possibly jeopardize his/her employment in compliance with [ORS 659A.272](#).

1.1.10. Service Category: "Assist victims of crimes in the preparing and submitting Crime Victims' Compensation Program ("CVCP") claims to DOJ under the Act."

(i) Service Definition: Establish a written procedure for notification to crime victims and relatives of deceased victims of compensable crimes under the Act of the existence of the CVCP. When requested, or determined to be necessary by CVSSD, assist crime victims in collecting required documentation, completing and submitting CVCP applications;

(ii) Specific Service:

- Notify crime victims of the existence of the CVCP and provide an explanation of available benefits by providing crime victims and relatives with an informational brochure and an application form;
- When requested, assist crime victims and relatives, who are not able to do so independently, in gathering information

and completing their applications in order to submit a claim for compensation under ORS 147.005 to 147.365.

- Upon request, inquire as to the claim status and payments with the CVCP.

1.1.11. Service Category: "Encourage and facilitate victims' testimony."

(i) Service Definitions: To develop practices to address the interests, needs, and safety of crime victims in order to encourage and facilitate crime victims' testimony;

(ii) Specific Service:

- Orient personnel of the criminal justice system, who will or may have contact with crime victims, to the needs of crime victims in general and in special circumstances, to the needs of particular crime victims;
- Provide a safe waiting area separated from the defendant, defendant's family and friends;
- Notify the appropriate law enforcement agency if protection of the crime victim is requested or deemed necessary by staff;
- When deemed necessary, advise the proper authorities of the need to include no contact provision with the crime victim as a condition of a release agreement and order and sentencing judgment;
- In those cases where tampering with or harassment of a crime victim occurs, encourage prosecutors to file proper charges and to give the charges priority in prosecutorial charging decisions;
- When hearings are cancelled, ensure that a procedure exists to notify crime victims who have been requested or subpoenaed to appear, that the hearing has been cancelled, and that the victims' appearance has been

excused, or continued to a future date, as the case may be; and

- The services listed above may be provided to a witness to a crime, as deemed necessary or appropriate by CVSSD in circumstances where the witness has been traumatized by the crime.

2. ALLOWABLE EXPENSES TO SUPPORT CORE SERVICES

2.1. Salary and Personnel Expenses (benefits). These include costs that are directly related to providing direct services, such as staff salaries and benefits, CFA funds may be used as payment for state and federal taxes, including all employer paid taxes. **Salary and personnel expenses for program management for supervision and grant administration**

2.2. Contractual Services or Professional Services. Professional services may be performed under contract with the city or county, by individuals and organizations, when such services are not readily available within the Program and are clearly consistent with the intent and purposes of providing direct services to victims of crime. Employees on the Program's payroll are not eligible to provide professional services under contract with the Program.

Contractual guidelines as per OAR 137-078-0041 (5) can be found in the Guideline For Contractual Services section of this Handbook.

2.3. Training and travel for direct victim assistance staff.

2.4. Operating Costs such as, but not limited to, supplies, printing, copying and postage; operating costs are not considered indirect costs. Examples of allowable operating costs include: supplies; equipment use fees (when supported by usage

logs); printing, photocopying and postage; brochures that describe available services; books and other victim-related materials. This includes prorated costs of victim service agency rent, water, sewer, heat and electricity, telephone service, transportation costs for victims to receive services, and local travel expenses for service providers. These costs should be prorated for the portion of the agency budget funded by CFA.

2.5. Administrative Program Costs A portion of the CFA and Unitary Assessment (“UA”) Grant Award may be included as a portion of staff FTE and used for fund and program management.

(i) **Supervision** CFA funds may support the supervision of direct service providers when it is determined that such supervision is necessary and essential to providing direct services to crime victims.

(ii) **Administration** CFA funds may support administrative time to complete CFA required time and attendance sheets, programmatic documentation, reports and statistics, and crime victims’ records. This amount should not exceed 10% of the total budget.

2.6. Emergency Services and assistance Services which respond to immediate emotional and physical needs (excluding medical care) of crime victims, such as: crisis intervention; accompaniment to hospitals for medical examinations; crisis hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim’s sense of security. This includes services which offer an immediate measure of

safety to crime victims, such as boarding up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance, such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.

Regarding emergency funds used to meet the critical emergency financial needs of crime victims, written policies must be established that specify the types of expenses to be covered by an emergency fund, the method of monitoring and accounting for such funds.

Transportation costs that enable a victim to participate in the criminal justice system are also allowable.

CFA funds may go towards purchasing food and/or beverage for victims on an emergency basis. Costs associated with food and/or beverage must be considered reasonable.

2.7. Services to non-person entities Providing Crime Victim

Services, which may include restitution advocacy and court notification, to corporate or non-person entities who are victims of crime.

2.8. Travel and lodging expenses

Travel and lodging expenses for a victim to attend legal proceedings, with the exclusion of lodging and travel expenses for DA subpoenaed victims which are unallowable under CFA as these expenses are included in cost of prosecution.

2.9. Furniture and Equipment purchases that provide or enhance direct services to crime victims

Programs are required to be prudent in the acquisition of equipment. Careful screening should take place before

purchasing equipment to be sure that the property is needed and the need cannot be met with the equipment already in the possession of the program. Monies expended for the purchase of equipment that is already available for use within the county or city will be considered unnecessary and an unallowable program expense.

2.10. Outreach activities and coordination of community collaborations

CFA funds may be used to increase access to services for crime victims and may support presentations that are made in schools, community centers, or other public forums. These presentations must be designed to identify crime victims, inform participants of agency services and available options and/or refer them to needed services. Presentations to the community designed to recruit and train volunteers for the victim service program are allowable. The costs related to such programs, including presentation materials, brochures and newspaper notices, can be supported by CFA funds. *Presentations that are designed specifically for prevention or for educational purposes are not allowable under CFA.*

2.11. Mental Health Assistance

Mental health assistance includes those services that assist primary and secondary victims in understanding the dynamics of victimization and in stabilizing their lives after victimization, including counseling, group treatment and therapy. "Therapy" refers to intensive, professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy. Intensive, professional, psychological/psychiatric treatment and/or counseling are differentiated from peer support by an emphasis on a

therapeutic process tailored by an individual treatment plan. CFA funds are not intended for long-term intensive therapy in individual settings. CFA funds may be used for up to six months of crisis intervention. This may include family therapy for victims of child abuse.

2.12. Forensic Examinations

For sexual assault victims, forensic medical exams are allowable only to the extent that other funding sources (i.e., Oregon's Sexual Assault Victims' Emergency Medical Response Fund, private insurance, or public benefits) are unavailable or insufficient to cover the cost of the exam.

2.13. Interpretation Services

Interpretation Services to aid in the provision of victim services.

2.14. Licensed Childcare and Respite Care

Licensed Childcare and Respite Care to enable a victim who is a caregiver to attend activities related to hearings, proceedings, or medical appointments regarding victimization.

2.15. Restorative Justice

Restorative Justice activities must be reviewed for approval in advance by CVSSD and will be closely monitored.

Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peace-keeping activities, if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. CVSSD will closely review the criteria for conducting these meetings. At a minimum, the following should be considered:

- The safety and security of the victim;
- The cost versus the benefit or therapeutic value to the victim;
- The procedures for ensuring that participation of the victim and offenders are voluntary, and that the nature of the meeting is clear;
- The provision of appropriate support and accompaniment for the victim;
- Appropriate debriefing opportunities for the victim after the meeting; and;
- The credentials of the facilitators.

2.16. Other activities and expenses

Other activities and expenses necessary to provide direct victim services must be reviewed and approved by the DOJ CVSSD Fund Coordinators.

3. UNALLOWABLE COSTS

The expenses and activities listed below are unallowable uses of CFA funds:

3.1 Activities or costs that support prosecution or law enforcement functions.

CFA funds cannot be used to pay for activities directed at improving the criminal justice system's effectiveness and efficiency, such as witness notification, management activities and expert witnesses. Victim/witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with CFA funds. CFA funded staff cannot be used to provide these services.

3.2. Crime prevention activities.

Though public presentations are allowed for those who help crime victims identify their own victimization, general public education,

prevention and awareness campaigns are not allowable. Allowable public information costs are limited to efforts describing the direct services under the grant and an explanation of how those services can be obtained (i.e., publication of pamphlets, brochures, etc.).

3.3. Purchase of vehicles or buildings.

3.4. Retirement of any debt or reimbursement of any person or entity for expenditures made or expenses incurred prior to the date of the current grant agreement.

3.5. Expenses incurred prior to the date of the current grant agreement.

3.6. Perpetrator/Offender rehabilitation and counseling.

Grantees cannot knowingly use CFA funds to offer rehabilitative services to offenders.

3.7. Witness activities (for those who are not crime victims).

3.8. Entertainment, honoraria, gifts, gift certificates, and recreational or sport activities.

3.9. Fundraising activities.

CFA funds may not be used to pay for fundraising or administrative staff expenses associated with fundraising. This also includes CFA funded personnel performing those activities. For example, volunteer coordinators who coordinate or organize fundraising events should not be charging these activities to CFA.

3.10. Compensation for victims of crime.

3.11. Interpretation services for meeting with DA or interpretive services in court.

3.12. Conference costs for individual crime victims.

3.13. Investment of CFA grant funds.

3.14. Liability insurance for buildings, property.

3.15. Mortgage payments.

3.16. Training for individuals not providing direct service.

3.17. Any other costs at the discretion of the DOJ CVSSD.

F. GUIDELINE FOR CONTRACTUAL SERVICES

As per OAR 137-078-0041, City and District Attorneys are required to administer the program. Administration of the program shall serve the objective of incorporating these programs as an integral function of the prosecutor's office, to the end that there is an efficient and coordinated merger between the interests of serving the needs of the victim and the prosecution of crime. In light of this objective, no contract may be entered into which will allow the program to be administered independently of the control and policy direction of the city or District Attorney whose program is the subject of the contracted service. Any allowable contract shall:

1. Detail those specific services identified in the approved program that are to be carried out by the contractor;
2. Provide for coordination of the contractor's functions with those of the prosecutor's city or county office, including as appropriate, the services to be performed, the contractor's access to the prosecutor's records and personnel, and the exchange of such communications between the prosecutor's office and the contractor as are necessary to the ongoing

performance of the contract services and the prosecutorial function;

3. Provide that ultimate program control and policy direction not addressed in the agreement shall be retained as the responsibility of the prosecutor and that he or she shall provide timely consideration and written determination thereof; and
4. Provide a procedure for routine review by the city or District Attorney of the contractor's performance, facilitated by quarterly activity reports to be made by the contractor to the prosecutor outlining the activities and accomplishments during the report period, any problems in operation or implementation of the contracted services, and any critical observations relative to the program's operation.

The contract or other written agreement must not affect the grantee's overall responsibility for the duration of the grant and accountability to the Oregon Department of Justice. A signed copy of that contract must be uploaded in E-Grants during the application process.

The contract must include the grant policies and the flow-through requirements that are applicable to the contractor or other secondary recipient, other policies and procedures to be followed, and the cost principles to be used in determining allowable costs. In addition, the following elements should be considered when executing an Independent Contractor Agreement:

- Parties to the Agreement
- Term of the Agreement
- Scope of Work and Deliverables
- Contractor Compensation
- Independent Contractor Relationship

- Representations and Warranties
- Indemnification
- Confidentiality
- Insurance Requirements
- Amendments
- Signature of Authorized Representatives

Click to review CVSSD's guidance on the [Minimally Recommended Elements for an Independent Contractor Agreement](#).

G. GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING

Non-financial arrangements are formalized using a Memorandum of Understanding (MOU).

An MOU is a written plan between two or more parties for carrying their separate activities in a coordinated and mutually beneficial manner. An MOU is generally used when there will not be an exchange of funding or resources but there is a need to formally document the relationship(s). The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their subaward activities. A template for an MOU can be found [here](#) on the DOJ CVSSD website.

The following elements should be included when composing an MOU:

- Description of each partner agency;
- Purpose of the MOU;
- Description of agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs;

- Identification of staff responsible for completing the specific responsibilities, this should include meeting DOJ CVSSD reporting requirements;
- Description of how the collaboration/partnership benefits the project;
- Description of the resources each partner would contribute to the project. This can be a time commitment, in-kind contributions, or grant funds (e.g., office space, staff, training, etc.);
- A statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- Signatures by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

H. GUIDELINES FOR TRAINING AND TRAVEL

1. Travel/Mileage for Direct Services

Travel for which costs are incurred by paid and volunteer staff must be for the purpose of providing direct services to victims. This may include reasonable costs for transporting victims in connection with the provision of direct services. The travel must take place within the grant period (i.e., between the grant's beginning and ending dates). All travel expenses paid with CFA funds must be documented and retained in the appropriate CFA file.

2. Training Related Travel

CFA funds can support costs such as travel, meals, lodging and registration fees to attend victim advocacy related training within the state. Programs should first look for available training within their immediate geographical area, as travel costs will be minimal. Training within Oregon need not be approved in advance, as long as training has been approved in the grant budget. It is the agency's responsibility to ensure that training costs comply with

CFA restrictions. Therefore, it is advisable that agencies confer with DOJ CVSSD regarding the appropriateness of specific training events to avoid having reimbursement for these costs rejected at a later date.

3. Training Outside of Oregon

When needed training is unavailable within the grantee's immediate geographical area, CFA funds may support training outside of the geographical area. For example, grantees may benefit by attending national conferences that offer skills-building training workshops for victim assistance providers. In order to assure the most cost-effective use of CFA funds, **training outside Oregon must be approved by DOJ CVSSD in advance**, unless a specific training is approved at the time of the grant award.

When requesting out of state training in advance, the following must be provided:

- Agenda;
- Reason for attending;
- Description of topics sufficient to establish that training is for direct victim services skill development;
- Itemized costs; and
- Reasons why comparable training within the state is unavailable.

4. Per Diem Rates

All travel using CFA funds must be within the standard government per diem rates for lodging and for meals and incidental expenses. Government per diem rates can be found at: [Per diem rates | GSA](#). CFA funds will not pay for tips, meal service or bar charges.

5. Unallowable Costs Related to Training

Training unrelated to direct victim services, such as grant writing, fundraising, lobbying or general administration/management; Costs of sending individual crime victims to conferences;

Sponsorship of regional or statewide conferences; and Food or beverages, without prior discussion with the DOJ CVSSD Fund Coordinator.



**Any training outside of Oregon
must be pre-approved
by your fund coordinator.**

SECTION 5

REPORTING REQUIREMENTS

A. OVERVIEW

Failure to submit reports by the due date established in the instructions may result in a suspension of funds disbursed to the Program until the reports are submitted and approved.”

Grantees must collect and report certain data in order to comply with both state and federal requirements. Grant recipients are strongly encouraged to develop data collection systems that offer maximum flexibility. All data collected and reported for *CFA specific* statistical reporting purposes must be limited to those activities and services directly funded by the CFA grant and not to overall agency activities. It is permissible, with DOJ CVSSD approval, to pro-rate certain information based upon a reasonable, accurate and logical basis (i.e., FTE funded by the grant).

B. REPORTING REQUIREMENTS

1. How to Submit Reports. All reporting for CFA funds will be completed through CVSSD E-Grants.

2. Report Due Dates:

Reporting Period	Reporting Type	Report Due Date:
Quarter 1 July 1st – September 30th	Financial Report (QFR) Progress Report (QPR)	October 31st
Quarter 2 October 1st – December 31st	Financial Report (QFR) Progress Report (QPR)	January 30th

Quarter 3 January 1st – March 31st	Financial Report (QFR) Progress Report (QPR)	April 30th
Quarter 4 April 1st – June 30th	Financial Report (QFR) Progress Report (QPR)	July 20th

*DOJ requires reports submitted early in July due to the closing of the fiscal year. These dates may also be viewed on our website: [Important Grant Reporting Dates - Oregon Department of Justice \(state.or.us\)](https://www.state.or.us/important-grant-reporting-dates)

3. Quarterly Financial Reports (QFR)

Grantees will submit quarterly financial reports. As CFA funds are issued prospectively, with quarterly equal payments, the report will provide information regarding expenditures already incurred by the funds received for that quarter.

a. Expenditures

- Expenditures should be reported for actual approved and incurred expenses.
- **All expenditures must coincide with the current approved budget submitted**, which will be one of the following:
 - the original budget submitted with the grant application;
 - an amended budget submitted through E-Grants
- **CFA payments are equal payments (subject to availability of funds) throughout the grant period made on a quarterly basis.**
- DOJ CVSSD will review financial reports for allowable expenditures purchased during the grant period.

- Expenditures reported on the financial report must be on the approved budget or within the guidelines as shown below in b. CVSSD E-Grant: Financial Reports.
- Failure of the grantee to operate the program in accordance with the approved budget may result in suspension and/or termination of the grant agreement.
- DOJ CVSSD will hold a grantee accountable for any overpayment, audit disallowances, or any other breach of grant agreement that results in a debt owed.

b. CVSSD E-Grant: Financial Reports

The E-Grant QFR will show *page errors* if any of the following is entered:

- Total costs in the Personnel category (Salary + Personnel Expenses) in excess of the budgeted amount for the Personnel category.
- Unbudgeted costs totaling more than \$3000 (if award is \$500k or less) or \$5000 (if award is more than \$500k) within the Personnel category, the Services and Supplies category, or other services category.
- Costs in any unbudgeted subcategory.

It is the responsibility of the grantees to adhere to the approved budget as referenced in the grant agreement, or to request a budget amendment.

c. Attachments

Do NOT submit copies of check stubs, timesheets, accounts, ledgers, or other supporting documentation with the QFRs unless otherwise instructed. These records will be verified during a regularly occurring financial report verification process. At that time, documentation must be separated by budget categories with the amounts clearly identified.

d. Important Information Regarding Payments

- The April 1 - June 30 Financial Report submitted without the accompanying required Annual Progress Report will not be processed until the progress report has been submitted and reviewed.
- It is the responsibility of the grantee to respond to all requests for edits or information made by DOJ CVSSD grant unit staff in a timely manner. Failure to comply will delay payment.
- Grantees may not obligate funds, order goods, enter into contracts, or request purchase orders prior to the start of the grant period.
- Financial Reports may be submitted in E-Grants by organization members with the role of Authorized Official, Agency Administrator, or Financial Officer. It is the responsibility of the grantee agency to ensure that only those organization members authorized to submit a financial report do so. **DOJ CVSSD will assume that all financial reports submitted in E-Grants have been approved by the county's or city's Fiscal Officer as a true and accurate representation of grant expenditures.**
- Grantees must maintain supporting documentation for each financial report submitted.

e. Unliquidated Obligations (Cash or Accrual Basis)

Agencies may complete QFRs based on either accrual or cash principles.

1. Cash basis is the method of reporting revenues and expenses when cash is actually received or paid out.
2. Accrual basis is the method of recording revenues in the period in which they are earned, regardless of when cash is received, and reporting expenses in the period when

the charges are incurred, regardless of when payment is made.

f. Final (Closeout) QFR

Agencies have 20 days after the end of the last or final reporting period for any CFA grant (no later than July 20th) to report expenses, request reimbursement and reconcile any discrepancies.

On occasion, agencies may incur obligations or encumber funds toward the end of a grant period for which payment cannot be made until after the grant period has ended. In most instances, these types of unliquidated obligations will be due to accrued payroll expenses or, on rare occasions, an approved operating expense item which was ordered by the end of the grant period, but not yet paid. In such cases, agencies may include in the final QFR the actual expenditures paid during the reporting period and any obligations made *prior* to the end of the grant period, but not yet paid.

4. Progress Reports

a. Quarterly Progress Report (QPR)

The Quarterly Report will be completed through CVSSD E-Grants, and shall consist of statistical information for the reporting quarter.

(i). Statistical Report

Statistical data is one component to the quarterly progress report and is divided into two sections: victimization and services provided. It is essential that the proper data be collected and reported; the data will be used to comply with both state and federal requirements.

- **Victimization by Type.** This is an *unduplicated* count of the number of victims served by: 1) CFA funds only; and

2) Program-wide (victims served by all funds). Victims are counted only once per report period unless they were receiving services due to another victimization.

- **Services Provided by Type.** This is a *duplicated* number of the services provided to victims. A service is counted each time (duplicated count) a client is provided such a service during a given report period.

The following are examples of unduplicated/duplicated data:

- The VAP staff provides services to a victim on October 15 (Q1), January 25 (Q2), and June 8 (Q3) related to the same assault crime. This victim will be counted only once on the Statistical Report, unless the person is the victim of another crime.
- The VAP staff provides services to a victim on October 15, January 25, and June 8. While this person is counted once as a victim on the Statistical Report, the services are counted each time a service is provided.

b. Pro-Rating Statistics:

All statistical data must be as accurate as possible. Because the agency collects CFA and program-wide statistics, pro-rating the statistics by the FTE of direct service staff funded by a specific grant would accurately represent the number of victims served and services provided by the grant.

The following is an example of one acceptable way to pro-rate statistics:

- One full-time member of the VAP staff is 40% funded by CFA (.4 FTE). The staff member provides services to 600 victims during the reporting period. All 600 victims would be included in the “Entire VAP” data column and 240 victims ($600 \times .4$) would be included in the “CFA Fund Specific” data column.

See **Appendix B** for further information and service definitions on the Statistical Report.

(ii). Outcome Measures Report

Reporting progress achieved on the Common outcome measure is required.

C. NON-COMPLIANCE WITH REPORTING

All DOJ grant agreements provide that grantees who fail to meet any of the reporting requirements included in this section (financial, narrative, statistical, or outcome measures) shall be considered to be in default under the agreement. In such a case, DOJ has the right to end the grant. DOJ may also reduce the award proportionately to the period for which reports were not submitted in a timely manner.

D. OTHER REQUIRED COMMUNICATION

1. Request for Amendments

An amendment request is used to request programmatic and/or financial changes associated with a grant award as they occur during the grant cycle. Consider the following when requesting an amendment:

- Budget revisions do not change the total amount of funding available for the grant.
- If a grantee determines that any modification of the approved budget of a grant period is necessary, a request should be made in E-Grants using the “Amendment Request” form.
- All amendment requests must be received at least 45 days prior to the end of the award period to be considered during the final quarter of a grant award.
- **Requests submitted after the project end date or those that would require retroactive approval shall be denied,**

unless by exception of the DOJ CVSSD Director or grant unit manager.

- CVSSD will review each amendment request and will approve on a case-by-case basis.

a. Budget Amendments

A budget amendment request is **required** for any of the following circumstances:

- Movement of funds:
 - I. For subawards totaling \$500,000 or less:
Movement of funds that total more than \$3,000 in the Personnel, Services and Supplies, and/or Other Services categories;
 - II. For subawards totaling more than \$500,000:
Movement of funds that total more than \$5,000 in the Personnel, Services and Supplies, and/or Other Services categories;
OR
- Adding a budget category or line item that did not exist in the original budget; OR
- Deleting an existing category; OR
- Extension of the project period.

* Budget category is defined as being either Personnel, Services and Supplies or Other Services and the individual budget line items contained within.

A budget amendment request is **not required** for the following circumstances:

- When funds are moved between the Salary and Personnel Expenses line items in the Personnel category.
- When funds totaling less than \$3,000.00 for awards \leq \$500,000 (or less than \$5,000 for awards \geq \$500,000) are moved among approved

budgeted line items in the Personnel, Services and Supplies or Other Services categories.

Budget Amendment Documentation:

In order to request a Budget Amendment, the Amendment Request page must be completed in E-Grants. The Amendment Request page includes a Budget Amendment Request Form that can be downloaded, completed, and uploaded back on the Amendment Request form. When the Amendment is complete, change the status of the application to “Grant Amendment Request Submitted” in order to submit the grant amendment to DOJ CVSSD.

If approved, DOJ CVSSD staff will make the requested changes to the grantee’s budget in the E-Grants system and the grantee will be notified of the approval via a system notification in E-Grants.

For more information about how to request an amendment in E-Grants please consult the CVSSD E-Grants Applicant User Guide found at:

[E-Grants Subgrantee Manual \(state.or.us\)](http://state.or.us).

Once approved, all subsequent QFRs will automatically contain the amended grant budget. **Grantees will not be able to submit QFRs while an amendment request is in process.**

b. Program Amendments

When requesting a ***program amendment***, a detailed explanation and justification will be required on the Amendment Request form in E-

Grants that includes a complete description of the requested change and the effect the change will have on the project.

Making any change in collaborative partnerships where an MOU or contract exists will require a program amendment.

Once the grantee has received written approval of a performance or project amendment from DOJ CVSSD, all future reports, either financial or progress, must reflect the appropriate revisions.

E. ACHIEVEMENT OF OPERATIONAL STATUS/GRANT COMMENCEMENT

Each CFA funded grant not achieving operational status within sixty (60) days of the beginning date of the grant period listed in the grant must submit a letter to DOJ CVSSD describing: steps taken to initiate the grant; reasons for the delay; and the projected operational date. If the operational status is not achieved within ninety (90) days of the beginning of the grant period, the grant recipient must submit a second letter explaining the additional delay in implementation. DOJ CVSSD may, after reviewing the circumstances, elect to terminate the grant and redistribute the funds. This is included in your CFA grant agreement.

The grantee must establish and maintain program records that document that grant activities are in compliance with the approved budget narrative. Such records must be readily available for review at the time of a site visit. This is included in your CFA grant agreement.

F. TERMINATION OF A GRANT

A grantee must immediately notify DOJ CVSSD should they need to terminate their grant agreement (i.e., program closure).

SECTION 6

FINANCIAL REQUIREMENTS

A. INTRODUCTION

Programs must keep detailed records, including application materials, invoices, timesheets, payroll records, and cost calculations, to show how grant funds are spent and to prove compliance. All accounting entries must be backed by original source documents. Programs are required to follow generally accepted accounting principles (GAAP). Programs that do not follow GAAP may face additional reviews and risk losing future program approval.

According to OAR 137-078-0040: "In addition to Program application documents, subsidiary record documentations, and source documents, e.g., invoices, time and payroll records, and cost computations are the instruments upon which expenditure of grant Funding and Program compliance will be determined. All ledger account entries must be supported by secondary or intermediate records in the original source documentation. Programs shall follow Generally Accepted Accounting Principles (GAAP) standards. Programs that do not follow GAAP standards and practices may be subject to an additional program reviews which may result in non-renewal of program approval."

B. STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS

All grantees are required to establish and maintain grant accounting systems and financial records to accurately account for awarded funds. Grantees shall expend and account for grant funds in accordance with state laws and procedures for expending and accounting for their own funds.

Accounting Systems

Each grantee is responsible for establishing and maintaining an adequate system of accounting and internal controls. Each grantee

is also responsible for ensuring that an adequate system exists for any subcontractors, when applicable. The grantee is free to use any accounting system that the grant recipient has established if the system meets the following minimum criteria:

- 1.** Each grant should be accounted for separately. Each grant award is regarded as coming from a separate fund source and should be accounted for as such. All grant records should reflect the grant number listed on the award documents;
- 2.** Entries in the accounting records should refer to manual documentation that supports the entry and which can be readily located;
- 3.** Receipts should be classified by source of funding (i.e., the name and number of the grant to which the associated costs have been charged). As a matter of convenience, grantees are encouraged to use the grant award number assigned to the grant by DOJ CVSSD, unless currently existing agency coding structures prevents this practice. If costs attributable to the grant program include those from sources other than the federal grant, such as donations, income earned by the grant, or funds from other sources, this should be clearly noted on receipts;
- 4.** Expenditures should be classified by the budget categories included in the grant application. All expenditure documents, regardless of type, must include the assigned grant number;
- 5.** The accounting system must be such as to provide adequate information for the prompt and accurate submission of QFRs;
- 6.** The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies. The internal controls should be documented in written procedures and be followed consistently;

7. The accounting system should include a system of property records for all equipment. At a minimum this should include information on the acquisition date, serial numbers, equipment value and funding source(s) used to obtain the items. For more details refer to Section 6.I. Equipment;
8. All required financial records shall be maintained for six (6) years from the date of the end of the grant period or until all questions arising from audits have been resolved; and
9. An electronic and/or hard copy file should be kept on each CFA grant. The file should reflect the grant number and contain at least the following items:

- Grant award documents;
- Grant amendments or any changes to the grant award;
- Supporting documentation of any expenditures pertaining to this grant (i.e., original receipts, invoices, etc.);
- Documentation of employee and volunteer timesheets as pertains to the grant;
- Signed copies of any contract supported by the grant;
- Documentation of received CFA payments;
- Property records of equipment purchased with CFA grant funds, including serial numbers;
- Other pertinent information (i.e., correspondence with Fund Coordinator, memos from DOJ CVSSD, training information, etc.); and it is recommended that the following items are retained with those listed above: program application submitted for CFA funds, CFA Grant Management Handbook, reporting requirements, monthly revenue and expenditure reports, DOJ CVSSD reports such as site visits and DOJ CVSSD Request for Application (RFA).

C. COMMINGLING OF FUNDS

The accounting system of all grantees must:

1. Ensure that CFA funds are not commingled with funds from any other source.
2. Funds specifically budgeted and/or received for one grant project may not be used to support another.
3. Revenues and expenditures for each grant should be separately identified and tracked within the grantee's accounting system or records.
4. Where a grantee's accounting system cannot comply with this requirement, the grantee shall establish a system to provide adequate fund accountability for each grant awarded.



Funds should not be commingled on a program-by-program or project-by-project basis. Individual accounts or cost centers should be established to control the funds for each grant. Proof of this will be requested as part of a site visit or desk review.

D. UNEXPENDED FUNDS (CARRYOVER)

Any carryover of CFA funds shall not revert to or be transferred to the city or county's general fund or other fund. A "carryover" is defined as any unexpended monies remaining in a Program, at the end of the term of the grant for the Program.

According to OAR's 137-078-0015 (7& 8):

- If a Program doesn't spend all its grant funds during the grant period, the Administrator may ask for an explanation. The Program must explain why the funds weren't used and how they will be used in the next year. If the Administrator agrees that the unspent funds were due to circumstances beyond the Program's control, the Administrator may allow the Program to keep some or all the remaining funds for future use.

- If a Program has unspent grant funds (including from an Amended Award) and chooses to challenge a notice of non-compliance, it may keep the funds until the Administrator decides the outcome. If the decision does not favor the Program, the Program must immediately return the funds to DOJ CVSSD

E. NON-COMPLIANCE

In the event DOJ CVSSD, after review of a Program, or otherwise, discovers non-compliance by a city or county with the terms of the grant agreement, funds which were allocated to a non-compliant city or county may be reallocated to eligible cities or counties.

In the event Funds have already been disbursed to a Program which is or has been in non-compliance with the terms of the grant agreement, DOJ CVSSD may adjust or reduce a Program's allocation in future fiscal years to take into account the Program non-compliance. (OAR 137-078-0015-6)

F. CONDITIONAL APPROVAL

1. "Conditional Approval" means Grant approval under circumstances in which the application establishes to the satisfaction of DOJ CVSSD that it would not be practicable at time of application for the Program to initiate or maintain a Program which provides all of the core services described in Section 3.
2. Applications for Conditional Approval shall set forth a time table for implementation of all core services required under the Act and these rules that cannot be provided at the beginning of the funding period.
3. Conditional Approvals shall include the condition that continued approval is contingent upon complete implementation of additional services within an agreed to timetable. Temporary approval for subsequent years will be contingent upon the addition of services and approval by DOJ CVSSD.

G. REPORTING OF IRREGULARITIES

Grantees are responsible for promptly notifying DOJ CVSSD of any illegal acts or irregularities and of proposed and actual actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

H. PROGRAM INCOME

Any revenue generated (interest) by CFA funds is considered program income and must remain in the fund to be expended by victim assistance program.

I. EQUIPMENT

Inventory information on equipment purchased with CFA funds must be kept in the grantees' CFA file. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage or theft to nonexpendable personal equipment. Any loss, damage or theft of nonexpendable personal equipment shall be investigated, fully documented and made part of the grant file. DOJ CVSSD uses the federal definition of *Equipment* which is "Tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal policy amount of \$5,000 must be followed."

State policies and procedures on the acquisition and disbursement of the equipment, in the event the grant recipient no longer receives a CFA grant, will be applied. **Retention: (a) Retain records of capitalized assets: 3 years after disposal or replacement of asset; (b) Retain records of expendable assets: 3 years or until superseded, whichever is longer.**

SECTION 7

GRANTEE MONITORING

A. OVERVIEW

DOJ CVSSD monitors each subaward to ensure the sub-recipient is operating the project as agreed, that the sub-recipient is working toward its objectives, and that the sub-recipient is following appropriate federal fiscal procedures. Fund coordinators also provide technical assistance, offer program development guidance, and observe program activities while visiting programs. DOJ CVSSD monitoring includes financial and administrative risk assessments, one or more financial report verifications, policy and procedure reviews, and on-site visits. Monitoring may be conducted on-site and may include review of program and fiscal records, policies and procedures, meetings with sub-recipients, program stakeholders, and/or any staff directly or indirectly involved in the performance of the award program. On-site visits may be prompted by one or more of the following: routine time for a visit based on the risk assessment score (even though no programmatic concerns), concerns within the agency, or a request for a site visit by the sub-recipient. For more detailed information please refer to [the CVSSD Grant Monitoring Policy](#) and the [program monitoring checklist](#). In addition, the process flow chart is available [here](#).

B. Site Visit

A site visit may be prompted by: concerns within the agency, either as reported to the grant monitor by the agency or other parties; routine time for a visit (4 years since last visit), with no apparent concerns; a request for a site visit by the grantee; or otherwise directed by CVSSD. Prior to the scheduled, in-person visit to the location of a grantee, a structured telephone interview will be held with the director or project manager. The telephone interview and in-person site visit will include a review of the following:

- Program administration;

- Financial reporting and accounting;
- Systems and controls;
- Program service delivery; and
- Compliance with federal and state regulations/guidelines as appropriate.

Each grantee is responsible for keeping records that fully disclose the amount and disposition of the proceeds of the grant. This includes financial documentation for disbursements, daily time/attendance records specifying time devoted to CFA allowable victim services, client files, the portion of the grant supplied by other sources of revenue, job descriptions, contracts for services, receipts and other records which facilitate an effective site visit or desk review.

Records shall also be kept pertaining to the total cost of the services for which the grant is awarded, and the amount and disposition of the proceeds of the grant. The procedures developed by each grant must provide for the accurate and timely recording of the receipt of funds, expenditures, and unexpended balances. Adequate documentation of each transaction shall be maintained to permit the determination, through a site visit or desk review, of the accuracy of the records and whether expenditures charged to grant funds are allowable. All records relating to the CFA grant must be retained and available for inspection for a period of six (6) years following the end of the grant period (the grant end date).

C. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF A CFA GRANT

ODOJ 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 ODOJ CVSSD VOCA/CFA Non-Competitive RFA 2025-2027 is made, ODOJ CVSSD will take one or more of the following actions in accordance with 2 CFR Part 200 and the ODOJ 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.

DOJ CVSSD may, after reasonable notice, terminate or suspend funding for a grantee organization that fails to conform to the requirements or objectives set forth in this handbook, and/or that fails to comply substantially with the DOJ CVSSD grant agreement. In that event, the grantee is entitled to receive equitable compensation for satisfactory, authorized services completed as of the termination date.

If the grantee fails to fulfill its grant obligation in a timely manner, DOJ CVSSD shall have the right to immediately terminate or suspend the grant award and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the grantee shall not be relieved of liability to DOJ CVSSD for damages sustained by virtue of any breach of the grant agreement by the grantee.

While termination of funding will not be exercised without prior written notice to the grantee, any consideration of future grant requests may be influenced by the gravity and extent of the irregularities causing the termination as determined by DOJ CVSSD. Failure by a grantee to comply with the terms of the grant agreement or of the requirements described in this Handbook may be considered grounds for termination of grantee funding.

In the event of a formal allegation or a finding of fraud, waste and/or abuse of CFA funds, DOJ CVSSD must be immediately notified. Suspension or termination of funds may be lifted when the grant recipient organization has demonstrated substantial compliance. **Termination or suspension action will only be taken as a last resort.**

SECTION 8

MAINTENANCE AND RETENTION OF RECORDS

A. Maintenance and Retention of Records

Oregon law (OAR 137-078-0035) requires the following with respect to maintenance and record retention:

1. The Program shall maintain accurate, complete, orderly, and separate records. All records and documents must be adequately stored and protected from fire, electronic disclosure, and other damage.
2. All record books, documents, and records related to the program must be accessible to the DOJ CVSSD Fund Coordinator during a site visit.
3. The accounting system shall insure that CFA funds are not commingled with funds from any other source. Funds specifically budgeted for/or received in connection with one grant may not be used to fund another grant.
4. Revenues and expenditures for each grant shall be separately identified and tracked within the grantee's accounting system or records. In the event a grantee's accounting system cannot comply with this requirement, the grantee shall establish a system to provide adequate fund accountability for each grant awarded.
5. **Any carryover of CFA funds shall not revert to or be transferred to the city or county's general fund or other fund.** A "carryover" is defined as any unexpended monies remaining in a Program, at the end of the term of the grant for the Program. See additional information regarding unexpended funds in *Section 6: Financial Requirements* in this Handbook.

6. All records must be secured and confidential and retained for six (6) years after expiration and in accordance with the Oregon Department of Justice record retention scheduled as required in OAR 166-300-0015 (7). For a complete description of record retention schedules please access the OAR listed.

APPENDICES

County/City: _____

CERTIFICATE OF DISTRICT/CITY ATTORNEY AND PROGRAM DIRECTOR

For the Reporting Period of July 1, 2025, through June 30, 2027, ORS 147.227 states that the Attorney General shall disburse a portion of the moneys from the Criminal Fines and Assessment Account to counties and cities where prosecuting attorneys maintain victims' assistance programs to be used exclusively for the victims' assistance program. To qualify for approval by the Attorney General under this section, a victims' assistance program must:

- (a) Be administered by the district attorney of the county or city attorney of the city;
- (b) Provide services to victims of all crimes;
- (c) Give service priority to victims of serious crimes against persons;
- (d) Collaborate with community-based and government agencies to benefit victims; and
- (e) Provide the following core services to victims of crime:
 - 1. Inform victims, as soon as practicable, of the rights granted to victims under Oregon law;
 - 2. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;
 - 3. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
 - 4. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
 - 5. Assist victims in preparing and submitting crime victims' compensation program claims to the Department of Justice under ORS 147.005 to 147.367;
 - 6. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order;
 - 7. Prepare victims for court hearings by informing them of the procedures involved;
 - 8. Assist victims with the logistics related to court appearances when practicable and requested;
 - 9. Accompany victims to court hearings when practicable and requested;
 - 10. Encourage and facilitate victims' testimony; and
 - 11. Inform victims of the processes necessary to request the return of property held as evidence.

I hereby certify that the _____ county/city victim program is a qualified program as required by ORS Chapter 147.227 and that the victim program substantially accomplishes the provision of the services listed above under the direction of the District/City Attorney.

I further certify that the attached policies and procedures truthfully and accurately describe the practices and philosophy of the _____ county/city victim program.

I further certify that the _____ county/city victim program will continue in operation for the fiscal year ending June 30, 2025 (OAR 137-078-0010 (2)(a)).

District/City Attorney

Date

Program Director

Date

Person Reporting (if not the Program Director)

Date

ANNUAL REPORT: STATISTICAL REPORT
INSTRUCTIONS AND SERVICE DELIVERY DEFINITIONS

Top Section: Type of Victimization

This section should include figures that are unduplicated. Please see the examples provided on reporting unduplicated data under Section 5.B.4 of this Handbook.

Bottom Section: Service Delivery

Report the services provided just by this grant, along with total services provided by the entire VAP. Services are counted each time they are provided. Below is a description of the services.

- A. Information and Referral (telephone).** Refers to telephone contacts with the victim and identifying services offered and support available by subgrant projects and other community agencies.
- B. Personal Advocacy.** Refers to assisting victims in securing rights and services from other agencies; intervention with employers, creditors and others on behalf of the victim; and other general information on rights and remedies available to the victim. This also may include assistance in completing compensation claims.
- C. Emotional Support or Safety Services.** Refers to in-person crisis intervention, hotline/crisis line support, on-scene crisis response, support groups, individual counseling by a professional counselor, alternative therapy, or emergency financial assistance.
- D. Shelter/Housing Services.** Refers to offering short-term and long-term housing and related support services to victims and members of their family following victimization.
- E. Criminal/ Civil Justice System Assistance.** Criminal Justice System Assistance refers to law enforcement and prosecution investigation support, assistance during investigation, and explanation of procedures, etc. Included in this definition are: court-related support, i.e., court orientation, court escort, case appearance notification, case status and

disposition information, victim impact reports, assistance with restitution, witness fees, intimidation or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system, etc. Civil Justice System Assistance refers to assistance in obtaining protection or restraining order, assistance with family law issues, Immigration assistance, or Other legal advice and/or counsel (Provided by attorney only).

QUICK REFERENCE CHART
CFA ALLOWABLE AND UNALLOWABLE EXPENSES AND SERVICES

Allowable Expenses and Services

All reasonable activities and expenses that support or enhance the direct provision are allowable as outlined below:

1. Salary and personnel expenses (benefits) for staff providing direct service to victims of crime;
2. Contractual Services or Professional Services;
3. Training and travel for direct victim assistance staff;
4. Office equipment and supplies to support the program;
5. Administrative program costs;
6. Emergency Services and assistance;
7. Services to non-person entities
8. Travel and lodging expenses for a victim to attend legal proceedings directly related to their victimization;
9. Furniture and Equipment purchases that enhance direct services
10. Outreach activities and coordination of community collaborations;
11. Mental Health Assistance;
12. Forensic Examinations;
13. Interpretation Services for the purpose of providing victim services;
14. Licensed Childcare and Respite Care
15. Restorative Justice activities reviewed and approved by the DOJ CVSSD Fund Coordinators, and;
16. Other activities and expenses reviewed and approved by the DOJ CVSSD Fund Coordinators.

Unallowable Expenses and Services

The expenses and activities listed below are unallowable uses for CFA funds:

1. Activities or costs that support prosecution or law enforcement functions;
2. Crime prevention activities;
3. Purchase of vehicles or buildings;
4. Retirement of any debt, or reimbursement of any person or entity for expenditures made or expenses incurred;
5. Expenses incurred prior to the date of the current grant agreement
6. Perpetrator/Offender rehabilitation and counseling;
7. Witness activities (for those who are not crime victims);
8. Entertainment, honoraria, gifts, gift certificates, and recreational or sport activities;
9. Fundraising activities;
10. Compensation for victims of crime;
11. Interpretation services for meeting with DA or interpretive services in court.
12. Conference costs for individual crime victims;
13. Investment of CFA grant funds;
14. Liability insurance for buildings, property;
15. Mortgage payments;
16. Training for individuals not providing direct service; and
17. Any other costs at the discretion of the Administrator.

CVSSD and CFA Acronym List

Acronym	Definition
ACP	Address Confidentiality Program
AG	Attorney General
BIP	Batterer Intervention Program
CAC	Child Advocacy Center
CAMI	Child Abuse Multidisciplinary Intervention
CRT	Crisis Response Team
CFA	Criminal Fine Account (Formally UA)
CICA	Criminal Injuries Compensation Account
CRF	Coronavirus Relief Funds (CARES Act)
CVAN	Crime Victims Assistance Network
CVCP	Crime Victims' Compensation Program
CVSSD	Crime Victim and Survivor Service Division
DA	District Attorney
DHS	Department of Human Services
DOJ	Department of Justice
DPSST	Department of Public Safety Standards Training
DV/SA	Domestic Violence/Sexual Assault
GMS	Grant Management Section (A Section within CVSD)
LEA	Law Enforcement Agency
LEDS	Law Enforcement Data System
MA	Medical Assessment
MDT	Multi-Disciplinary Team (CAMI Program)
NCA	National Children's Alliance
NCVLI	National Crime Victim Law Institute
NOVA	National Organization for Victim Assistance
OCADSV	Oregon Coalition Against Domestic & Sexual Violence
ODAA	Oregon District Attorneys' Association
ODSVS	Oregon Domestic and Sexual Violence Services
OJIN	Oregon Judicial Information Network
OSP	Oregon State Police
OVC	Office for Victims of Crime

OVW	Office on Violence Against Women
OYA	Oregon Youth Authority
PMT	Performance Measurement Platform (VOCA statistical report)
QFR	Quarterly Financial Report
PMT	Performance Measurement Platform
PR	Progress Report
RSP	Regional Service Provider (CAMI Program)
SANE	Sexual Assault Nurse Examiner
SASP	Sexual Assault Services Program
SATF	Sexual Assault Task Force
SAVE	Sexual Assault Victims' Emergency Medical Response Fund
SFF	Safer Futures Funding Grant
SHF	Survivor Housing Funds
SVAA	State Victim Assistance Academy
VAP	Victim Assistance Program
VAWA	Violence Against Women Act
VISOR	Victim Information System in Oregon
VOCA	Victim of Crime Act