

**FY 2027 - 2028 VAWA Competitive Special Projects
Application Instructions**

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Projects must start on or after 1/1/2027 and end on or before 3/31/2028.

FORM A: COVER PAGE

- 1. Organization Certification.** Check boxes to certify that the information included under the “Organization Information” and “Organization Members” sections of E-Grants are complete and accurate. Please ensure that the appropriate people have access to this application, including those who will need access for reporting purposes. Information to make any necessary changes can be found in the CVSSD E-Grants Applicant User Guide.

The Civil Rights Training Certification is required and must be updated and uploaded in Organizational Details every two (2) years. **This requirement must be complete before signing the Grant Agreement.**

The Whistleblower Protection Certification is required and must be updated and uploaded into the Certifications section of the Organization information page. All applicants must certify that they are in compliance with federal whistleblower protection requirements (41 U.S.C. 4712), including informing employees of their rights and remedies. Applicants must complete and upload the Whistleblower Certification at least once every two (2) years. **This requirement must be complete before signing the Grant Agreement.**

- 2. Applicant Information:** Review the applicant organization’s information to verify that it is complete and accurate (e.g., address, federal ID). Only add a physical address if it is different than the mailing address. If the physical address is confidential, write “confidential”. Questions a, c, f, and g on Form A will automatically populate from the information entered in “My Organization”. If any of this information is incorrect, please contact CVSSD staff to make corrections.

- 3. Implementing Applicant Type.** Select the applicant type that describes the organization/agency: government, Tribal Nation, nonprofit, community-based/faith-based organization, other.

- Click on the category that describes your organization. Refer to 2022 Universal Definitions.
- Click on the Implementing Organization Sub-Type that describes your organization. All applicants that are applying for the benefit of law enforcement or prosecution must respond to question 3.c.
- Click on the allocation that your proposed project will benefit if your agency is not a designated law enforcement and/or prosecution agency. Refer to the RFA for guidance for organizations applying for the benefit of law enforcement or prosecution.

- 4. Identify the proposed project service area.** Select one response for the proposed project and include in your project description.

- 5. Identify the type of proposed project** (or primary focus).

- Applicant will respond to Form G if the primary focus of the proposed project is Training Services. Your proposed project may also include a secondary focus (development and implementation of Policies, Procedures, and/or Protocols). Questions specific to both have also been included on Form G.
- Applicants will respond to Form H if the primary focus of your proposed project focuses on the development and implementation of policies, procedures and protocols Project. Your proposed project may also include a secondary focus (Training Services). Questions specific to both have also been included on Form H.

- 6. Identify domestic violence, sexual assault, dating violence, and/or stalking in the proposed project.** Select all that apply. Form C will initiate in your application if Sexual Assault is selected.

FORM B: FEDERAL STATUTORY PURPOSE AREA(S) AND STATE FUNDING PRIORITIES FEDERAL STATUTORY PURPOSE AREA(S)

The STOP VAWA grant program contains 24 Federal Statutory Purpose Area (s) of which 23 are applicable to Oregon Applicants. Applicants may apply for funding under one (or more) of the Statutory Purpose Areas. All selected purpose areas and related project activities, supported by grant and match fund, must be reported on the annual VAWA Subgrantee (Muskie) report.

1. Application to serve the following [Federal VAWA Statutory Purpose Area\(s\)](#). Check all that apply.

State Funding Priorities

Oregon's state funding priorities for the use of STOP VAWA Formula Grant funds are included in the [FY –2026 – 2029 STOP VAWA Implementation Plan](#) (and in the RFA as a final state version pending federal approval) and the [VAWA Subaward Handbook](#). The Office on Violence Against Women (OVW) requires that the state develop its funding priorities, goals, objectives and activities (page 23 – 33 in IP) in consultation with the criminal justice system (includes government-based victim service programs); nonprofit and tribal victim services programs and other key partners.

Two of the state funding priorities are required for all applicants (2.a. and b.). Responses to question 2.a.i and ii as well as your uploaded Letter of Consultation on Form N. to meet that requirement.

2. All applicants will include the following two “required” State Funding Priorities

- a. Provide victims of domestic and sexual assault, stalking and dating violence meaningful access to services that are survivor centered and trauma informed. Proposed projects must serve victims from underserved communities and/or Tribal Nations and delivered through a framework of diversity, equity and inclusion. **Required.**

The following questions are general and request the applicants' overall approach to providing meaningful access to services for all identified underserved or TN populations in your service area. More specific details about the proposed project will be required on Form G or H (Project Description) if you plan to enhance or strengthen outreach, meaningful access to culturally specific services, or community collaboration with any of the underserved populations or TN communities in your proposed project target population. This may include training or policies procedures and protocols that may impact these populations/communities.

- i. Identify the underserved and/or Tribal Nations populations that are in your county or service area. Tribal County Service Area may be found [here](#).
- ii. Describe your program's current collaboration with community partners that are serving these populations.
 - b. To facilitate collaboration, consultation and planning among and between non-profit, government-based, tribal victim service providers and law enforcement, prosecution and courts. **Required.**

Tribal, state, or local prosecution, law enforcement, and courts must demonstrate

consultation with community and tribal victim service programs as noted under Form M. Uploaded “Letter of Consultation”. Community and tribal victim service programs are also required to demonstrate how they collaborate with criminal justice partners as noted in a state funding priority (Letter of Consultation on Form M).

All applicants that are non-profit agencies providing services for the benefit of law enforcement or prosecution will be required to demonstrate this partnership in a Memorandum of Understanding (MOU).

FORM C: SEXUAL ASSAULT SERVICES

Applicants will demonstrate how they meaningfully address sexual assault services through their responses on 1.a and b. as well as # 2 which includes the *ten components of high-quality sexual assault advocacy agencies*. *For the purposes of this competitive application, this resource has been tailored to address law enforcement and prosecution therefore specific components on non-profit advocacy are not included.*

Organization Capacity to Deliver Sexual Assault Services. Applicants must demonstrate the specific organizational capacity and commitment to intentionally deliver project services for the benefit of survivors of sexual assault.

1. a. Your response to this question will provide reviewers with a sense of your organization's commitment to address the subject of sexual violence in the community and your organization's capacity to deliver proposed project services for the benefit of survivors of sexual assault.
1. b. Indicate what proportions of any current funding streams are dedicated specifically to support services for the benefit of survivors of sexual assault.

The ten **components of high-quality sexual assault advocacy agencies** were developed primarily for nonprofit direct service delivery dual/multi-service agencies. **The use of the tailored components is included to gather information and help organizations demonstrate their current and future capacity and commitment to serving survivors of sexual assault in a meaningful and intentional manner.**

2. Consider the listed components in your response.

FORM D: Staff Roster and Training Requirements

Check boxes for each statement to certify each statement is true; you will respond either as a New Applicant or an Existing Grantee, not both.

All applicants must complete the Staff Roster for current grant funded staff. Applicants are required to complete information about each staff person to be funded by CVSSD through this application for the VAWA Competitive Funds. Form D provides the applicant immediate access to view the Staff Roster. Reminder, no edits to the Staff Roster report can be made from this page; to make edits to the Staff Roster applicants need to access the roster under "My Organization". Select "Staff Roster" on the navigation menu located on the left of the page.

Be sure to complete all of the required fields (marked with *) for each staff person on the Staff Roster. This is a multiple page form. Click on the "Add" button to create a new page for additional staff.

Staff roster information for any unfilled positions, including soon to be hired for this proposed project, must be completed during the application process by entering "vacant" in the name field and any other known information (title, job description, funding source). The Staff Roster must then be updated at the time of hire. The staff roster includes the following information:

Date vacated. For staff who are no longer employed, enter their end date. Do not delete their information. Once a vacate date has been added to the staff roster page, the page will automatically move to the Staff Roster (Archived) list.

- **Bicultural/Bilingual.** Please indicate bicultural and/or bilingual followed by the specific cultural capacity and language capacity.
- **Job description.** Upload the job description for each staff member funded by CVSSD grants.
- **Funding for the position.** All funding sources supporting the entire FTE of each position that includes grant funds should be included on this table. Check to see that the FTE reported here coincides with the FTE on the grant budget page.

The CVSSD E-Grants system calculates FTE (full time equivalent) by combining both salary and personnel expenses (benefits). Applicants use the same method of calculating FTE on the Staff Roster. FTE is calculated using the formula:

$$\frac{\text{Grant Funded Salary} + \text{Grant Funded Personnel Expenses}}{\text{Total (1 FTE) Salary} + \text{Total (1 FTE) Personnel Expenses}}$$

Example: \$33,750 (salary) + \$12,487.50 (personnel expenses) = \$46,237.50. \$45,000 (total salary for 1 FTE) + \$16,650 (total personnel expenses for 1 FTE) = \$61,650
 $\$46,237.50 \div \$61,650 = .75 \text{ FTE}$

- **Training received.** Direct service staff, volunteers and interns must comply with the training requirements outlined in the RFA and the VAWA Subaward Handbook. Review them carefully before completing the Staff Roster section. Include the total number of hours for each training that staff attends.

Law enforcement, prosecution, tribal or other agencies with VAWA-funded staff providing direct services in tribal, city and/or county government-based agencies must demonstrate subject matter expertise specific to the proposed project.

- These agencies may demonstrate expertise by attending the **Oregon [Basic State Victim Assistance Academy \(SVAA\) training](#)**;
- the **[Trauma Informed Oregon](#) training**;
- the Oregon Domestic Violence Resource Prosecutor training opportunities for law enforcement and prosecution.
- the **[Department of Human Services \(DHS\) 40-hour training](#)**;
- the **[Office for Victims of Crime Victims Assistance Training Online \(VAT Online\)](#)** or a training program that minimally covers the topics included in VAT Online: [Victim Assistance Training Online | Resources | OVC TTAC](#) ;
- the **[Sexual Assault Training Institute \(SATI\) training](#)**; or
- may alternately **submit a 40-hour training plan for CVSSD approval** that covers topics relevant to the VAWA-funded staff position (s). This may include other law enforcement, prosecution or court specific training and/or federal, tribal or statewide training or technical assistance agencies.

- Domestic violence/sexual assault staff training requirement. Staff and volunteers who provide direct services as certified advocates with privileged confidentiality or without such certification must complete the required 40-hour training *prior* to having unsupervised contact with survivors. Reminder: Any advocate who completed the 40-hour training prior to October 2015 must complete the two-hour training on confidentiality and advocate privilege **Non-profit, nongovernmental victim service programs applying for the benefit of law enforcement or prosecution must meet this training requirement.**

If ‘yes’ is checked, enter the date the requirement was met. If ‘no’ is checked, have a plan for staff to meet this requirement.

When you have completed the Staff Roster in the *My Organization* section, check the box in **Form D** to certify that the Staff Roster is complete and accurate.

FORM E: Governing Board Roster and Training Requirements (for non-profit organizations only)

Non-profit, community based and faith-based organizations “applying for the benefit of LE or P”: Form E. is mandatory. Applicants must respond to questions 1 – 3 as completely and concisely as possible.

Tribal Nations and/or Government-based organizations (state, county, and city) are not required to enter information on the Governing Body Roster.

This section provides the applicant immediate access to the Board Roster. No edits can be made to the Board Roster report from this page; to make edits to the Board Roster you need to access the form under My Organization. Select “My Organizations” at the top of the page, and then select your organization on the page, then select “Organization Details” to access the Board Roster form.

The Governing Body Roster can be found under *My Organization* (located on the navigation menu located on the left-hand side).

- Non-profit organizations must list members of the Board of Directors or other controlling body. Documentation of training is required for the members who are listed.
- Programs within larger non-profit organizations must list specific members of the governing body who provide oversight of the grant-funded program. Documentation of training is required for the members who are listed.

The Governing Body Roster includes the information such as: Name of board member, office held, address, phone number, email address, affiliation, etc. Add a page on the roster for each member of the governing body. Add as many pages as necessary. All questions on this page pertain to the individual identified. Affiliation could be their place of employment or a connection to a group or service that is relevant to the applicant. It is important to add the year the member joined and resigned. State the term end date.

For training received, enter the training topic and date received by the individual. Governing body members must have a **minimum of 12 hours of training during the first year of the leadership role**. The training must cover domestic violence, sexual assault, dating violence, stalking, anti-racism and anti-oppression training, confidentiality and privilege (two hours), State and federal program requirements including but not limited to civil rights, program philosophy, and oversight

responsibilities. On-going training is strongly encouraged. Training can be presented over several months, through annual meetings, self-study with debriefing, etc.

Leadership can receive training over a period of several months. Training can be delivered in-house, through an outside trainer, or a combination of both. One-on-one training or independent study under supervision is also allowed. Completion of training must be documented on the DOJ CVSSD E-Grants Governing Body Roster. Leadership is encouraged, but not required, to receive the same 40 hours of initial training required of the staff and volunteers. Any additional training leadership receives as a part of the regular course of duties can be documented in the DOJ CVSSD E-Grants Governing Body Roster.

When you have completed the Board Roster under *My Organization*, check the box in Form E to certify that it is complete and accurate.

FORM F: Organization/Program Revenue

All applicants must complete the Organization/Program Revenue form. Provide the amounts and sources of funding (revenue) allocated to your proposed project, based on the program's current fiscal years' budget. Further instructions are on the form.

Question 6 will auto-total once "SAVE" is clicked.

Question 7 requests the applicant to upload a current fiscal year agency budget. If the program is part of a larger organization, please ensure the program budget is clearly identifiable.

All applicants must complete a project description form with a designated primary focus (Direct Services, Training; or Policies, Procedures and Protocols). This is determined by your response to question five (5) on the Cover Page form. Please note that each of the project description forms include a question for either of the remaining choices as a secondary and/or tertiary focus to your proposed project (as applicable). Enter NA next to either of these questions if not included as part of your proposed project.

FORM G: Project Description – Training Services

Responding to the narrative questions is the applicant's opportunity to explain in a clear and concise manner the population to be served, the project and the specific services that will be provided with these funds. Answer each question in as much detail as necessary to provide a clear description of the project. Ensure that the information entered on this Form matches consistently with information provided on other forms in your application.

Read through each question before responding. Map out the response to each question to avoid providing duplicative information. The applicant must justify who will be involved in the project and demonstrate they have the capacity to address the stated need and that they can successfully implement the stated project activities. Refer to Form B. Federal Statutory Purpose Areas and State Funding Priorities.

Response to question 4 is specific to a secondary focus of the proposed project. Please respond with non-applicable if the proposed project does not include development and implementation of policies, procedures, and protocols.

Resources and Guidance for Applicants:

Applicants will respond to Form H if the proposal primarily focuses on the development and implementation of policies procedures and protocols and/or training projects for law enforcement and/or prosecution, or the applicant meets the definition of “for the benefit of law enforcement or prosecution”.

Applicants that apply “for the benefit of” law enforcement” or “prosecution” must demonstrate their project will provide support for core functions of the state, county, local, and/or tribal law enforcement or prosecution agency/ies as noted in the RFA (Refer to Section IV. A.).

Applicants that are not designated law enforcement or prosecution agencies may propose subcontracting grant funds to a law enforcement or prosecution agency.

Objectives for **proposed projects for law enforcement and prosecution** (including those applying for the benefit of) are provided in the RFA to guide the development of your project. Please note that your proposed project may include other objectives as long as they are directly connected to a federal statutory purpose area and include allowable uses of funds as defined in the RFA.

Applicants may find the following resources helpful when responding to Forms G and/or H: the FY 2026 – 2029 VAWA Implementation Plan; the VAWA Subaward Handbook; Appendix H in the RFA and the RFA. CVSSD and the VAWA Implementation Planning Subcommittee conducted a survey during the planning stage of the statewide IP ([2025 VAWA IP Survey Summary](#)). Other identified gaps in the service delivery system are listed in the VAWA IP.

The training project detail form includes proposed curriculum and/or topics. This description will provide reviewers with a sense of the applicant's depth and breadth of understanding of the identified populations and communities to be reached as it aligns with the curriculum that will be used to train law enforcement and/or prosecution.

FORM H: Project Description – Policies, Procedures and Protocols

Responding to the narrative questions is the applicant's opportunity to explain in a clear and concise manner the population to be served, the project and the specific services that will be provided with these funds. Answer each question in as much detail as necessary to provide a clear description of the project. Ensure that the information entered on this Form matches consistently with information provided on other forms in your application.

Read through each question before responding. Map out the response to each question to avoid providing duplicative information. The applicant must justify who will be involved in the project and demonstrate they have the capacity to address the stated need and that they can successfully implement the stated project activities. Refer to Form B. Federal Statutory Purpose Areas and State Funding Priorities.

Response to question 4 is specific to a secondary focus of the proposed project. Please respond with non-applicable if the proposed project does not include training. If your project includes training, you may upload Appendix F Template for training project as applicable under "Attachments" under Miscellaneous.

Resources and Guidance for Applicants

Applicants will respond to Form G and/or H if the proposal primarily focuses on a project that will include training services and/or development and implementation of policies procedures and protocols for law enforcement and/or prosecution, or the applicant meets the definition of "for the benefit of law enforcement or prosecution".

Applicants that apply "for the benefit of" law enforcement" or "prosecution" must demonstrate their project will provide support for core functions of the state, county, local, and/or tribal law enforcement or prosecution agency/ies as noted in the RFA (Refer to Section IV A.).

Applicants that are not designated law enforcement or prosecution agencies may propose subcontracting grant funds to a law enforcement or prosecution agency.

For **law enforcement and/or prosecution allocation projects only**: Objectives for **proposed projects for law enforcement and prosecution** (includes those applying for the benefit of) are provided in the RFA and Appendix H. to guide the development of your project. Please note that your proposed project may include other objectives as long as they are directly connected to a federal statutory purpose area and include allowable uses of funds as defined in the RFA.

Applicants may find the following resources helpful when responding to Forms G and H: the FY 2026 – 2029 VAWA Implementation Plan; the VAWA Subaward Handbook; Appendix H in the RFA and the RFA. CVSSD and the VAWA Implementation Planning Subcommittee conducted a survey during the planning stage of the statewide IP ([2025 VAWA IP Survey Summary](#)). Other identified gaps in the service delivery system are listed in the VAWA IP.

FORM I. Project Goals, Objectives, Activities, and Performance Measures

All applicants must complete this form. CVSSD requires that each applicant complete certain performance measures and activities to enable monitoring and assessment of the project's effectiveness.

Form I. provides the applicant with four lines for entering objectives, activities, target outputs, output numbers, outcomes, and outcome percentages. If the applicant needs additional rows, the applicant can add another goal and enter CONTINUED FROM GOAL #1 in the Goal box.

All applicants are encouraged to write goals and objectives specific to their project for the purpose of measuring the project's performance. Goal statements should be directly supported by related objectives that are specific and measurable and achieved during the grant award period. There are a lot of resources available on the internet that provide direction on logic model development as well as meaningful and useful tools to guide and measure the activities over the grant cycle rather than merely exercises to complete during the grant application.

Applicants use Common Outcome Measures (refer to the Monitoring, Reporting and Financial Requirements, Reporting on DOJ/CVSSD Common Outcome Measures in the RFA Application Instructions for information on Common Outcome Measures), the applicant **MUST** be able to demonstrate that the Common Outcome Measures reflect only responses from domestic violence, sexual assault, teen dating violence, and stalking survivors receiving grant-funded services.

1. Developing a Goal, Objectives, Activities, and Performance Measures

The table below provides examples of a goal statement, objectives, activities, target outputs, output numbers, outcomes, and outcome percentages. **Examples are provided for illustrative purposes only and should not be viewed as a model to be duplicated**; each project will write goal statements, objectives, outputs, and outcomes that are specific and unique to the project.

Examples for Project Goals and Objectives

- a. **Goals** are broad, general statements of what the program hopes to accomplish. Ensure that there is a clear connection between the goal and the problem, gap(s) and activities described in the Project Description
- b. When completing the table/grid, write only one objective per box. If you will be entering multiple outputs and outcomes for a single objective, repeat the objective and activities columns for each additional target output or outcome associated with the objective. **Objectives** are the desired changes of the project and are derived from the goal. Objectives are specific, measurable changes your organization intends to bring about through the project activities. **Objectives should be simple, realistic, reachable, and measurable.** An objective is measurable when it specifically identifies the target (who or what will be affected), is time oriented (when it will be accomplished), and indicates direction of desired change (increase, decrease, maintain the object of change).
- c. When completing the table/grid, include all activities associated with the objective in the single box. **Activities** indicate an action you are going to take or something that you are going to do in order to accomplish the project objective. These proposed activities, which address the problem or need, should stem from the objectives that have been developed.

Performance Measures: Performance measures are indicators that determine whether the project has met its objectives. Performance measures include both target outputs and outcome measures.

d. When completing the table/grid, write at least one (1) target output for each objective. If you will be entering multiple target outputs for a single objective, repeat the objective and activities for each additional target output associated with the objective. **Target Outputs** are the proposed results of project activities. Target outputs are intended to be a concrete, objective measurement and may include the following information:

- Number of survivors served
 - Types of survivors served
 - Number and type of services delivered
 - Length of time that it will take to serve that number of victims – for this project the length of time should be no longer than the 36-month grant award period.
- e. Enter the actual number associated with the narrative target output described in column d.
- f. When completing the table/grid, write at least one (1) outcome for each objective. If you will be entering multiple outcomes for a single objective, repeat the objective and activities for each additional outcome associated with the objective. **Outcomes** are changes in participants' lives as a result of the services delivered by the project. Outcomes are generally measured by asking for feedback through an evaluation process from those served by the project.
- g. Enter the actual outcome percentage associated with the narrative outcome described in column f.
- h. **Do you want to add another goal?** The applicant will select *Yes* or *No* if intending to add another goal. If not intending to enter a second goal, click No, and then click SAVE. If intending to enter a second goal, click Yes and a new *Goal, Objectives, Activities, and Performance Measures* section will automatically appear.

FORM J: Program Income Narrative

This form page may be left blank

An applicant that earns any program income must select “Yes” as a response to Question 1. If “yes” is selected, Question 2 will appear and require a yes or no response. If “no” is selected, then the form is complete. If “yes” is selected for Question 2, then Questions 3-8 will appear. These questions ask the applicant to choose the method that the applicant will use to record and report program income (deduction or addition), provide the estimated amount that will be generated and source of program income, and give other general information pertaining to program income. Read the [CVSSD Program Income Policy](#) for more information.

FORM K: Administrative Self-Assessment

Complete this self-assessment. In regard to where the organization is today, respond to each statement with either:

- a) Unknown or not achieved (we don't have this practice)
- b) Partially achieved (we are working on this practice)
- c) Fully achieved (we have a sound practice)

Select the questions for your agency type (non-profit organization or Government Agencies and Tribal Nations Program).

CVSSD is required to review and evaluate potential risks posed by applicants prior to awarding Federal funds (2 CFR § 200.205). The self-assessment alone does not determine funding; the self-assessments give CVSSD an update on the status of the organization and helps fund coordinators know what technical assistance to offer and helps determine when a policies and procedures review and/or on-site programmatic review should be conducted.

FORM L: Financial Management Self-Assessment

Follow the same instructions provided for L. Administrative Risk Self-Assessment.

FORM N: Attachments to Uploads

All applicants are required to submit the following documents unless otherwise indicated.

1. Letter of Consultation (All Applicants)

The Letter of Consultation is required for all applicants to demonstrate either mandated or state required collaboration, consultation and planning among and between non-profit and tribal victim service organizations and law enforcement, prosecution and courts.

This is mandated for all government-based organizations to demonstrate how they are collaborating and consulting with victim service providers during the course of developing their grant applications in order to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims. The state planning subcommittee required the same between victim service providers and law enforcement, prosecution and courts which demonstrates stronger collaboration between partners.

Letter of Consultation should demonstrate that tribal, territorial, state or local prosecution, law enforcement, and courts have consulted with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that proposed services and activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. The letter should be signed by the Authorized Official describing how the agency met the requirement.

Several forms on this page ask for the Authorized Official signature. The Authorized Official is defined as the individual legally responsible for obligating the organization to receive federal funds and meet the terms of the federal program as included in this application and comply with the Terms and Conditions in the CVSSD Grant Agreement (sample under Additional Resources on the VAWA webpage). The sample grant agreement is intended for informational use only as grant terms may be adjusted from year to year.

2. —Letter of Authorization

In many non-profit organizations, the Authorized Official is the Board Chair. If the director of a nonprofit is authorized to sign the grant documents, a letter of authorization from the Board of Directors or Chair of the Board is to be included in the grant application.

a. Non-profit organizations: If someone other than an authorized member of the Board of Directors has signed the application or intends to sign grant documents (including reports).

— Applicants must attach a letter of authorization to the application. Please upload your signed Letter of Authorization.

b. Tribal Nations: Please submit a letter, resolution, affidavit, or other documentation that certifies that the applicant has the legal authority to apply for Oregon DOJ CVSSD VAWA Competitive Grant Funds on behalf of the Tribe. The documentation must be current and sufficient to demonstrate authority for the application. Additionally, please identify whom the authorized member of Tribal Council, other tribal and/or program leadership will be the authorized official that will sign the application or intends to sign grant documents (including reports).

c. Public Agencies: If someone other than an authorized official (a Board Chair or County Commissioner intends to sign grant documents (including reports),

applicants must attach a letter of authorization to the application. If applicable, upload a Letter of Authorization.

3. Certificate of Non-Supplanting (Tribal organizations and Public Agencies only) If applicable, please upload your signed Certification of Non-Supplanting. The fiscal officer for your organization must sign and date the form.

4. Upload a Statement of Compliance. The Authorized Official for the applicant's agency must sign and date the form to certify intended compliance.

5. Organization Chart

Upload an organization chart for your agency that shows the internal structure of the organization.

6. Memorandum of Understanding

CVSSD expects that strong partnerships will be developed for project implementation purposes and to ensure that the project is effectively responding to the needs of the population being served.

Applicants applying for the benefit of law enforcement or prosecution are required to upload an MOU on Form M to demonstrate the relationship is meeting federal requirements and the core function of law enforcement or prosecution (Refer to Form B. 2.b.). The MOU provides documentation that demonstrates that the organizations have consulted and coordinated the responsibilities of their activities that clearly meets the core functions of law enforcement or prosecution. A comprehensive description of the roles and responsibilities of the applicant's partnership with each of the proposed law enforcement or prosecution partners must include signatures.

All project specific collaborative partners (as described in your proposal) must sign the MOU and submit with the application

An MOU may also be uploaded to demonstrate a formal partnership without an exchange of grant funds.

7. For Non-Profit, Non-Governmental, and/or Community/Faith-Based Organizations

Applicants who currently do not receive funding through DOJ CVSSD and are nonprofit, non-governmental and community/faith-based organizations are required to provide information related to the financial and non-profit position of the applicant organization.

Federal regulations require that CVSSD ensure that nonprofit organizations applying for federal funds have status as a nonprofit organization as described in section 501(c) 3 of the Internal Revenue Code of 1986 and are exempt from taxation under section 501 (a) of that Code.

- a. Upload the most recent submission of **IRS Form 990**. Upload the most recent annual Form 990 filed with the IRS.
- b. Upload the most recent financial balance sheet (non profits only).

Application Budget Forms

Some examples refer to a one-year award with calculation examples. Please note that you may request up to 15 months with proposed budgets.

FORM N: Personnel

General Budget Instructions: Each applicant is requested to submit a 12 – 15 month budget. A list of allowable and unallowable services and activities is available in the most recent version of the VAWA Subaward Handbook. The funds awarded through this application will support law enforcement and/or prosecution allocation categories only.

NOTE: As required by VAWA Reauthorization Act of 2022 and the CVSSD Advisory Committee, 20% of STOP VAWA Formula Grant Program funds in Oregon are earmarked for victims of sexual assault. If applicable, throughout the budget pages, you will be asked to allocate proposed costs between the domestic violence (DV) category and the sexual assault (SA) category. Recommended that you reflect any differences between years in the narrative text boxes listed below each budget line item.

Personnel Page Instructions:

When determining how to appropriately allocate proposed personnel costs between DV and SA, consider how *each* funded staff person's time is dedicated to providing project services for training and/or development and implementation of policies, procedures and protocols; this may include outreach, participation on local, regional and statewide collaborative partnerships, and other allowable activities that will benefit the audience of the proposed project.

Only include costs for staff providing services that can be identified specifically with the project such as a Project or Training Coordinator. Any staff performing general administrative duties, duties that cannot be readily identified with the project (salaries and expenses of executive directors, personnel administration, fiscal administration, that are responsible for completing reports) should be included on the Other Costs page under Administrative Costs or Indirect Costs.

Applicants completing this form should keep the following in mind:

- These are multiple page forms. A separate personnel page must be created for each VAWA-funded staff position. Remember to SAVE the form before clicking on the ADD button to open a new personnel page.
- Applicants should consider any anticipated personnel salary and benefit increases when preparing project budgets for the full award period.
- Salary should only include actual wages; all mandatory and optional personnel expenses should be included in the personnel expenses line.
- Personnel expenses (mandatory payroll taxes and optional fringe benefits) may include any of the following: FICA, workers' compensation, unemployment insurance, health insurance, short/long term disability, retirement, etc. The organization should be consistent in how these are billed to the grant.
- The basis for each computation should be clearly demonstrated.
- The information entered on each page aligns with the position titles (s) and FTE(s) shown on the **Staff Roster** and in the **Project Description**.

- 1. Staff Name: Provide the staff name or “To be determined” if a staff is not yet identified.**

- 2. Position Title:** For each position provide the position title.
- 3. Salary Funded by this Grant:** List the total salary for the 12 – 15 months to fund the position budgeted with this grant. Each position is either 100% in DV or SA or allocated between DV and SA. In the first text box, provide a detailed calculation that clearly shows how the budgeted salary for DV and/or SA was determined for the 12 – 15 months of the award period. This should be a total amount for the full award period of two years.

Example: Salary Detail: $\$30,000/\text{year} \times 1\text{ year} \times .6 \text{ FTE (DV funds)} = \$18,000$ AND $\$30,000/\text{year} \times 1 \text{ year} \times .2 \text{ FTE (SA funds)} = \$6,000$. This can also be calculated using an hourly approach: $\$14,4231/\text{hour} \times 1,248 \text{ hours (.6 DV funds)} = \$18,000$ AND $\$14,4231/\text{hour} \times 416 \text{ hours (.2 SA funds)} = \$6,000$.

- 4. Total One-Year Salary or 15 months:** List the total one-year salary for this position funded at a full-time equivalency (1 FTE). Even if the position is part-time, list the cost for 1 FTE. A 1 FTE position for 12 months is calculated 2080 hours.

Example: *One year of salary for 1 FTE would be \$30,000 ($\$14,4231 \times 2080 \text{ hours} = \$30,000$).*

- 5. Personnel Expenses Funded by this Grant:** Indicate the amounts your agency is requesting for personnel expenses to be funded by this grant, either 100% in one category or allocated between DV and SA. In the first text box, provide a detailed calculation that clearly shows how the budgeted personnel expenses were determined for **the one-year grant period**. Indicate the dollar amount and the rate used to calculate the personnel costs of the staff position to be allocated to the project and list the personnel costs included in the calculation (FICA, UI, Workers' Compensation, health insurance, retirement, etc.).

Example: $\$30,000 \times .35 = \$10,500$ X .6 (DV funds) = \$6,300 and $\$30,000 \times .35 = \$10,500$ X .2 (SA funds) = \$2,100. Personnel expenses are calculated at 35% of the total salary. Personnel expenses include: employer portion of FICA, workers' compensation, unemployment, health insurance, short/long term disability, life insurance, and retirement.

- 6. Total One-year Annual Personnel Expenses:** Indicate the total 1-year costs of personnel expenses for this position funded at a full-time equivalency (1 FTE). Even if the position is part-time, list the cost for 1 FTE for the one-year period.

Example: Personnel expenses for 1 FTE for a one-year period is $\$30,000 \times .35$. The total one-year personnel expenses would be \$10,500.

- 7. FTE Calculation:** The FTE will auto-populate once the salary and benefits are entered. The CVSSD E-Grants system calculates FTE by combining both salary and personnel expenses. Grantees should use the same method of calculating FTE on the Staff Roster. FTE can be calculated using the following formula:

$$\text{Grant Funded Salary} + \text{Grant Funded Personnel Expenses} / \text{Total 1 FTE Salary} + \text{Total 1 FTE Personnel Expenses (based on amounts for a one-year period)}.$$

- 8. What activities will this staff member perform during their time funded by this grant?** Explain and justify the need for the personnel funds requested. Specifically describe the five (5) major activities to be conducted by the VAWA-

funded position in this project. Ensure that the description is consistent with the **Project Description** and the **Job Description**.

FORM O: Contracts

If you do NOT plan to use a contract to engage with a partner to provide services, you do not need to complete this form.

A contract is needed when either state or federal funds will be used to obtain ancillary goods or services from an outside entity (contractor) for the applicant's own use or for project participants at the direction of the applicant (the contractor will not make participant eligibility determination and does not have the authority to make decisions regarding the delivery of services and the types of services provided).

A subaward is needed when federal grant funds are awarded to an outside entity (subrecipient) to carry out one or more services of the grant-funded project (the subrecipient makes participant eligibility determination and has the authority to make decisions regarding the delivery of services and the type of services provided within the scope of the agreement).

The questions on this form will walk through the process to determine the appropriate relationship, i.e. contract or subaward. **The determination between contract and subaward still must be demonstrated although CVSSD is NOT allowing subawards to be used in this 2027 VAWA Competitive Program Grant.**

If you are including a contract, you will select Yes for question f. This will generate a checklist for you to complete to confirm that the relationship is a contract and not a subaward. Additional responses required for g – j.

For funds budgeted in two or more funding categories (Domestic Violence, Sexual Assault), consider how contracts will directly or indirectly benefit survivors of each category.

Applicants completing this section of the budget form should keep the following in mind:

- Expenditures in this section should support and enhance direct services and show they are consistent with the project activities;
- The basis for each computation should be clearly demonstrated;
- Costs should be directly attributable to the project or represent a pro-rated cost based on an agency identified allocation method;
- Expenditures must be allowable costs for the grant funds that are being requested; and
- The budget narrative should clearly explain the benefits of each grant-funded expense to the project.

FORM P: Services and Supplies

Each applicant is requested to complete and submit a one-year budget. A list of allowable and unallowable services and activities is available in the RFA Application Instructions with additional information in the most recent version of the VAWA Subaward Handbook.

Costs may be budgeted in more than one funding category (Domestic Violence, Sexual Assault). Costs attributed to different categories must benefit the survivors served under each category. Indirect/De Minimis Costs or Administrative Costs must be in proportion to the other line items and categories already budgeted.

When determining how to appropriately allocate *each* proposed services and supplies cost between DV and SA, consider how subcontractors, travel, training, and other S&S costs will directly, or indirectly benefit survivors of DV and SA. Additionally, Office Supplies includes postage, printing/copying, and equipment rental.

Applicants completing this section of the budget form should keep the following in mind:

- Expenditures in this section should support and enhance activities that will benefit the audience for the proposed project and show they are consistent with the project activities.
- The basis for each computation should be clearly demonstrated.
- Costs should be directly attributable to the project or represent a pro-rated cost based on an allocation method identified by the organization.
- Expenditures must be allowable costs under the grant funds that are being requested; and
- The budget narrative should clearly explain the benefits of each budgeted expense to the project.

1. Travel: Indicate the amounts the applicant is requesting for Travel in the 1-year grant period. In the text box describe the purpose of the budgeted travel expenses (e.g., travel to attend meetings, travel for outreach, staff or volunteers providing client transport, and any other travel not related to attendance at training, etc.), show the basis of the computation (# of miles, cost per mile), and explain how the travel costs are necessary and beneficial to the project. Mileage amount cannot exceed the current GSA mileage rate.

2. Training: Provide the training name and a website for each training budgeted for the project, either attended or conducted. Provide the location, the approximate date of the training and number of attendees anticipated. Identify the *total* cost of the training for each category under which it is funded. Check the box beneath the training table to confirm that all travel costs comply with CVSSD and federal guidance. Provide information about the training (s) in the field below. Applicants may choose to describe the training expenses and show the basis of the computation (# of staff, registration fee, travel to training, lodging, meal per diem, venue, etc.). A venue may be contracted and/or donated, as well as included as match for training projects.

All travel costs will be based on the organization or program's written travel policy. Per diem rates will not exceed the federal per diem rates found at www.gsa.gov. In financial reports to CVSSD, the applicant must provide documentation of the actual expenses budgeted for this section.

Charging registration costs to training attendees is not allowed under this award.

Out-of-state travel is allowable but must be well justified and approved by DOJ CVSSD. See the fund specific guidance for further details about training requests outside of Oregon.

FOOD AND BEVERAGE FEDERAL POLICY

No VAWA funding can be used to purchase food and/or beverages for any meeting, retreat, seminar, symposium, training, or other similar event. Some exceptions do apply. This does not apply to providing emergency support to survivors. Please see the most recent version of the *VAWA Subaward Handbook* for more details around this policy.

Instructions for Questions #3-#9. Office Supplies, Agency Rent/Utilities, Emergency Services, Capital Outlay, Indirect/De Minimis Costs, Administrative Costs, and Other Costs.

Indicate the amounts your agency is requesting for each of the cost categories to be funded in by this three-year grant period. In the text boxes for each category describe the purpose of the budgeted expenses, show the basis of the computation, and explain how the costs are necessary and beneficial to the project.

- 3. Office Supplies.** Indicate the amounts your agency is requesting for Office Supplies to be funded for the 12-15 month grant period. In the text box, describe the purpose of the budgeted expenses, show the basis of the computation, and explain how the costs are necessary and beneficial to the project.
- 4. Agency Rent.** Indicate the amounts your agency is requesting for Rent to be funded for the 12 – 15-month grant period. In the text box, describe the type of rent expense (office space, training space, storage space, etc.), show how the cost was determined (cost per square foot, monthly rent, etc.), the basis for the computation, and explain how the rent cost is necessary and beneficial to the project.

NOTE: Mortgage costs are not allowed with VAWA funds.

- 5. Agency Utilities.** Indicate the amounts your organization is requesting for Utilities to be funded for the one-year grant period. In the text box, describe the type of utilities (electric, water, gas, etc.), show how the cost was determined (the basis for the computation, and explain how the utilities costs are necessary and beneficial to the project.
- 6. Emergency Assistance. This is not an allowable expense under this RFA.**
- 7. Capital Outlay.** Capital purchases are those that have a purchases price equal to or greater than the applicant's capitalization limit and a useful life of more than one year. Expendable items should be included in Office Supplies. Indicate the amounts the applicant is requesting for Capital Outlay to be funded in for the 2-year grant period. In the text box, list each non-expendable item to be purchased, the cost for each item, and the pro-rated portion allocated to funds unless the item is being purchased exclusively for this project. Explain how the item(s) to be purchased is necessary for the success of the project
- 8. Indirect/De Minimis Costs.** For federal grants, ODOJ CVSSD is required to honor an applicant's negotiated indirect cost rate, or the de minimis rate of modified total direct costs (not to exceed 15%). If an applicant is charging a *de minimis*, it cannot exceed 15%. If an applicant charges a *de minimis* rate AND direct administrative costs, the total together cannot exceed 15%. An applicant may charge the indirect or *de minimis* costs to the federal awards, and Direct Administrative costs to state awards.

Select the appropriate boxes to signal the organization's intent regarding the use of indirect or de minimis costs with this one-year award.

A federal grant may be charged an indirect cost rate based on:

Use of a current indirect cost rate already negotiated either provisional or approved by a federal agency:

- Applicants with a federally approved or provisional¹ indirect cost rate agreement may choose to charge their indirect cost rate to the grant.
- Applicants that elect to charge indirect costs must use the same indirect cost rate for all federal funding awards.
- Applicants can choose to charge the full amount, a reduced amount or waive their indirect cost rate for this award.
- Applicants that currently have, or have had in the past, a federally approved negotiated rate cannot use the 15% *de minimis* rate and must use the current negotiated rate or contact the cognizant federal agency to request an extension of the expired negotiated rate.
- Applicants **MUST** upload their current, signed federally negotiated indirect cost rate agreement certificate under the My Organization section of EGrants. If you're waiting for your final Indirect Cost Rate agreement and you want to include an anticipated rate in your budget, you must initiate a note (located on upper right-hand side of page) to provide an explanation that there is a delay in receiving the current year signed agreement. Please note that you can't charge it until the agreement has been finalized.

Use of an established *de minimis* rate of the MTDC (not to exceed 15%). Eligible organizations must certify that no unallowable expenses are included in the modified total direct cost (MTDC) rate (including lobbying and fundraising) and must keep the documentation of this decision on file. Eligible entities include:

- Nonprofit organizations that have **NEVER** negotiated a federal indirect cost rate;
- State and local government departments that have **NEVER** negotiated indirect cost rates with the Federal government and that receive less than \$35 million in direct Federal funding per year;
- Federally recognized Indian tribes that have **NEVER** negotiated an indirect cost rate with the Federal government may use the *de minimis* rate of MTDC (not to exceed 15%).

Modified Total Direct Costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each sub-award (regardless of the period of performance of the sub-awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award (contract) more than \$25,000.

Example: *Calculating the Modified Total Direct Costs (MTDC) rate in a budget:*

Personnel:	\$20,000
Personnel Expenses:	\$4,400
Contractual Services:	\$27,000
Travel:	\$1,000
Office Supplies:	\$400
Equipment:	\$3,000
Total Direct Costs:	\$55,800
Less amount of a contract exceeding \$25,000 (for each contract)	\$2,000
Less Equipment	\$3,000
Less Rental costs (if part of an organization allocation plan)	0
MTDC	\$50,800
<i>de minimis @ 10% of the total MTDC:</i>	\$5,080

<i>\$50,800 x 10%</i>	
<i>Total Project Amount: \$55,800 total Direct Costs + \$5,080 Indirect Costs.</i>	<i>\$60,880</i>

- 9. Direct Administrative Costs.** Applicants may also choose to budget Direct Administrative Costs; direct charge of administrative costs cannot exceed more than 15% of the total budget amount. If an applicant charges a de minimis rate AND direct administrative costs, the total together cannot exceed 15%. Indicate the amount the organization will directly charge administrative costs for the one-year award period. An applicant must identify what specific costs they will include as a direct administrative cost and provide a detailed explanation of the administrative costs to be funded by this grant (e.g., staff FTE, fiscal services, IT services, HR services, general liability insurance, audit costs), the method used by the organization to equitably allocate administrative costs, and how these costs are necessary and beneficial to the project.
- 10. Other.** Indicate any amounts your organization is requesting for Other Costs to be funded in the 1-year grant period. Separate costs by category as appropriate. Provide the basis for the computation and how these costs are necessary and beneficial to the project.

FORM Q: Match

All applicants will complete the Match Form with the exception of Tribal Nations and victim service providers as stated under 42 U.S.C. § 13925 (b) (1). The term “victim service provider” means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Applicants that aren’t required to provide match must check the box for “The applicant is a Tribal Nation or non-profit organization and thus is not required to provide match.”

Please keep the following in mind as you complete this form:

- Applicants, other than Tribal Nations and victim service providers, must provide a 25% match of the total project funds being requested (divide your federal grant funds by three).
- Match may be provided as cash or as an in-kind contribution.
- Match must be used to directly support the project activities and goals.
- **Match funds are restricted to the same use as allowed for the use of VAWA funds.**
- Match does not have to align with grant funds being requested.
- Match must be expended within the grant period.
- Federal funds cannot be used as match.
- The applicant’s accounting system must be able to track the exact matching funds.

NOTE: Refer to the VAWA Subaward Handbook which provides a more thorough explanation regarding match.

1. Salary:

Indicate the amount your agency is providing as match in salary or volunteer hours for the 12 – 15 month grant award.

Cash: Enter the amount of any Cash Match provided.

Volunteer hours: Enter the number of volunteer hours to be provided.

Volunteer Hourly Rate: Enter the hourly rate that represents the monetary value of time contributed by volunteers. The appropriate volunteer hourly rates may vary based on the type of work performed by the volunteer. Mandated personnel costs may be included in the hourly rate, that is, FICA, FICA Med, UI and Workers’ Compensation. Hourly rates for volunteers performing work similar to that performed by paid staff should reflect similar hourly rates. You may use an average rate in the Match budget and then report actual rates. You may refer to the [Independent Sector’s Value of Volunteer time](#) to determine a recommended maximum hourly rate for Oregon.

Click “SAVE” and the total amount will autofill.

In the first text box describe any salaried position(s) and volunteers, include the FTE of each salaried position and describe how the hourly rate for any volunteers was calculated (**mandated personnel costs should be included in the hourly rate**). Include an explanation of how the salaried position(s) and/or volunteer hours are necessary and beneficial to the project.

In the second text box, describe the source(s) of the match (type of state or local funds, foundation grants, private donations, etc.).

2. Personnel Expenses:

Indicate any amounts your agency is providing as match in Personnel Expenses for the 3-year grant award. Personnel Costs for volunteers should be included in the volunteer hourly rate in #1 Salary.

In the first text box, describe any percentage of personnel expenses for any position(s) included as match.

In the second text box, describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services or goods, etc.).

3-12. Contracts, Travel, Training, Office Supplies, Agency Rent, Agency Utilities, Emergency Services, Capital Outlay, Indirect/De Minimis Costs, Administrative Costs, and Other:

Indicate any amounts your agency is providing as match in any of these cost categories for the 2-year grant award.

In the first text box, describe any specific costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

In the second text box, describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

Click on the “SAVE” button and the total match amounts will autofill. The match will also autofill on the **Form S: Budget Summary**.

FORM R: Budget Summary

This page summarizes the budget from the VAWA Personnel, Contracts , Services & Supplies, Program Income and Match pages. Please click the “Save” button when operating this form to have it pull information from the budget forms and calculate totals. In order to address any errors that appear on this page you will need to go back to the appropriate budget form to make the necessary corrections. Once the corrections have been made return to the Budget Summary and click the “SAVE” button to ensure that no additional errors exist.