



# BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, March 16, 2016  
10:00 a.m. - Room 308

## BOARD MEETING AGENDA

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### **CALL TO ORDER/FLAG SALUTE**

### **MINUTES:**

- Minutes, March 9, 2016 Board meeting.

### **VISITOR COMMENTS - 5 MINUTE LIMIT**

### **MATTERS:**

- 1) Janice Faltersack - Victims of Crime Act Grant Application

### **HEARING:**

- 1) Public Hearing, "In the Matter of the Application Submitted by David Wilson Jr. Trust for a Minor Partition and Variance to Lot Size Standards to Divide a 14.29 Acre Parcel into (3) Parcels in the Rural Residential (RR-5) Zone".

### **CONSENT AGENDA:**

- (A) Ratify the Select to Pay for week of 3/14/16.
- (B) Cancel the March 23, 2016 Board and Staff meetings.
- (C) Reappoint Dave Carpenter; Jeff Dickerson; Rosemary Lohrke; Terry Moss; Ray Scholl; Doug Greisen; and Audrey Webster to the Traffic Safety Committee for a (3) year term, and appoint Luther Schwartz to complete the term of Tim Schwartz, term to expire 12/31/2017.
- (D) Authorize the District Attorney to fill one Deputy District Attorney position to replace Dale Anderson.
- (E) Approve Liquor License Renewals for: Deer Island Store; Alston Pub & Grub; Yankton Store and Restaurant; St. Helens Golf Course; The Birk; Alston Country Store & Video; and the Moose Lodge #591 St. Helens.

**AGREEMENTS/CONTRACTS/AMENDMENTS:**

- (F) 2015-2017 VOCA and CFA Non-Competitive Grant Agreement and Authorize the Chair to Sign.
- (G) Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements for 2015-2017 VOCA and CFA Non-Competitive Grant and authorize the Chair to sign.
- (H) Standard Assurances for 2015-2017 VOCA and CFA Non-Competitive Grant Agreement and authorize the Chair to sign.
- (I) Victims of Crime Act Special Conditions for 2015-2017 VOCA and CFA Non-Competitive Grant Agreement and authorize the Chair to sign.
- (J) Employment Contract with Phil Edwards for Temporary Enforcement Administrative Sergeant.

**DISCUSSION ITEMS:**

**COMMISSIONER HYDE COMMENTS:**

**COMMISSIONER HEIMULLER COMMENTS:**

**COMMISSIONER FISHER COMMENTS:**

**EXECUTIVE SESSION:**

*Pursuant to ORS 192.640(1), the Board of County Commissioners reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.*

# OREGON DEPARTMENT OF JUSTICE

## 2016 - 2017 VICTIMS OF CRIME ACT ONE-TIME GRANT

### REQUEST FOR APPLICATION INSTRUCTIONS



**Attorney General Ellen F. Rosenblum  
Oregon Department of Justice  
1162 Court Street NE  
Salem, OR 97301-4096**

**RFA RELEASE DATE:** November 20, 2015  
**APPLICATION CLOSING DATE:** March 31, 2016 BY 11:59 PM PST  
**AWARD PERIOD:** January 1, 2016 – December 31, 2017

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## Read ALL Instructions Before Completing The Grant Application

### A. RESOURCES FOR THIS APPLICATION

This Request for Applications (RFA) is being released by the Oregon Department of Justice (DOJ), Crime Victims' Services Division (CVSD), hereafter referred to as CVSD.

The instructions to complete this application are downloadable in PDF format from the CVSD E-Grants system at: [www.cvsdegrants.com](http://www.cvsdegrants.com) and from the CVSD website at: <http://www.doj.state.or.us/victims/pages/voca.aspx>.

The *CVSD E-Grant Applicant User Guide* is the resource to answer any questions with regards to navigating the system. The Guide can be found at:

- The welcome screen under "My Training Materials"; and
- At [http://www.doj.state.or.us/victims/pdf/cvsd\\_egrants\\_applicant\\_user\\_guide.pdf](http://www.doj.state.or.us/victims/pdf/cvsd_egrants_applicant_user_guide.pdf).
- As you navigate and work in the system, the form pages contain a "Show Help" button giving detailed instructions or additional information in regards to the particular page. A PDF version of all of the "Show Help" pages is also available for download by clicking on *Application Instructions* in the Request for Application section of the Application Menu.

The **Victims of Crime Act (VOCA) Grant Management Handbook**, cited throughout these instructions as a reference, is available:

- On the Application Menu in E-Grants in the Request for Application section.
- The VOCA Grant Management Handbook is also available to download from the CVSD website at: [http://www.doj.state.or.us/victims/pdf/voca\\_grant\\_management\\_handbook.pdf](http://www.doj.state.or.us/victims/pdf/voca_grant_management_handbook.pdf).
- The VOCA Grant Management Handbook has not been updated. New Program guidelines governing the VOCA Victim Assistance Grant Program are currently under revision by the US Department of Justice, Office for Victims of Crime (OVC). The regulations are expected to be enacted by the end of 2015. Therefore, there may be changes to eligibility requirements that were not available at the time some applications were submitted. If necessary, staff will work with awarded projects to ensure all projects are eligible under the new Guidelines.

### B. CONTACT INFORMATION FOR CVSD STAFF

For more information or to address questions specific to the application or application process:

#### Fund Coordinators:

Coordinator	Phone	E-mail
Cathy Oliverio Relang	(503) 378-4476	<a href="mailto:cathy.l.relang@doj.state.or.us">cathy.l.relang@doj.state.or.us</a>
Jeanette Ewald	(503) 378-6881	<a href="mailto:jeanette.ewald@doj.state.or.us">jeanette.ewald@doj.state.or.us</a>

To address questions specific to completing the Application in E-Grants you may also contact:

Coordinator	Phone	E-mail
Mackenzie Gray	(503) 378-5647	<a href="mailto:mackenzie.E.gray@doj.state.or.us">mackenzie.E.gray@doj.state.or.us</a>

### C. GRANT APPLICATION AMENDMENTS

CVSD may amend this 2016-2017 VOCA One-Time Grant Application by posting Amendment(s) on the CVSD E-Grants System. Where appropriate, CVSD will issue an Amendment that will be added to the Forms Menu in the E-Grants system, immediately below the Request for Applications. Amendments will also be posted on the CVSD VOCA webpage:

<http://www.doj.state.or.us/victims/pages/voca.aspx>.

**Applicant is responsible to SAVE all information in the E-Grants system and CVSD accepts no responsibility for an applicant missing information contained on the CVSD E-Grants system.**

Any Applicant requiring an official clarification of a provision of this application may make a request for clarification in writing via email to the Fund Coordinators listed. Because this application will remain open for an extended period of time requests for official clarifications must be received no later than **Friday, February 19, 2016**. Requests for clarification received after that date, may or may not be responded to at CVSD’s sole discretion. CVSD will promptly respond to each properly-submitted request for clarification.

CVSD may also informally respond to applicants’ questions. However, informal responses do not affect the provisions of the 2016-2017 VOCA One-Time Application which is only changed via formal amendment(s) issued by CVSD and posted on the CVSD E-Grants System and on the CVSD website at: <http://www.doj.state.or.us/victims/pages/voca.aspx>.

### D. VOCA ONE-TIME RFA TELECONFERENCE SCHEDULE

Applicants will have the opportunity to participate in one of three informational teleconference/*GoToMeetings*. Dates, times and log-in information are provided below. No registration is necessary. **Please note that the 3<sup>rd</sup> Teleconference will be in January for those thinking of applying after the first of the year.**

Date	Time	Go-To-Meeting
Wednesday December 9, 2015	1:30 pm – 3:00 pm	<b>Web Access (to view documents):</b> <a href="https://global.gotomeeting.com/join/325762669">https://global.gotomeeting.com/join/325762669</a> Meeting ID: 325-762-669 <b>Audio:</b> Toll free number: 1 888-251-2909 Participant code: 379945
Monday December 14, 2015	1:30 pm – 3:00 pm	<b>Web Access (to view documents):</b> <a href="https://global.gotomeeting.com/join/411137901">https://global.gotomeeting.com/join/411137901</a> Meeting ID: 411-137-901 <b>Audio:</b> Toll free number: 1 888-251-2909 Participant code: 379945
Tuesday January 12, 2016	10:00 pm – 11:30 pm	<b>Web Access (to view documents):</b> <a href="https://global.gotomeeting.com/join/955451157">https://global.gotomeeting.com/join/955451157</a> Meeting ID: 955-451-157 <b>Audio:</b> Toll free number: 1 888-251-2909 Participant code: 379945

**E. TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS**

TARGET DATE	ACTIVITY
Friday November 20, 2015	2016-2017 VOCA One-Time RFA Released
Friday February 19, 2016	Official requests for VOCA Application Amendments/Clarifications DUE
<b>Monday January 4, 2016</b>	<b>Official start of the grant period</b>
<b>Thursday March 31, 2016</b>	<b>Final Day to submit Applications or Amendments through CVSD E-Grants</b>

**F. DEFINITIONS**

The following definitions reflect the current allowable VOCA guidelines. A more comprehensive current and proposed guideline list can be found in Section IX of this document.

**EMERGENCY SERVICES**

Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; 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.

**TRAINING**

For this grant, training funds can be used in three ways:

- a. Skills Training for Staff. VOCA funds designated for training are to be used exclusively for developing the skills of *direct service providers* including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals who do not provide direct services.
- b. Training Materials. VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other



organizations can attend in-service training activities that are held for the sub recipient's staff.

- c. Training Related Travel. VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages state grantees (e.g. CVSD) and sub recipients to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, CVSD may authorize using VOCA funds to support training outside of the geographical area. For example, VOCA sub recipients may benefit by attending national conferences that offer skills building training workshops for victim assistance providers.

## **TECHNOLOGY**

At times, computers may increase a sub recipient's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.

In order to receive a grant for advanced technologies, each sub recipient must meet the program eligibility requirements:

- VOCA sub recipients must describe to the state how the computer equipment will enhance services to crime victims;
- How it will be integrated into and/or enhance the sub recipient's current system;
- The cost of installation;
- The cost of training staff to use the computer equipment; and
- The ongoing operational costs such as maintenance agreements, supplies, and how these additional costs will be supported.

## **REPAIR AND/OR REPLACEMENT OF ESSENTIAL ITEMS**

VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. State grantees are cautioned to scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) that the building or vehicle is owned by the sub recipient organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) that the cost of the repair or replacement is reasonable considering the value of the building or vehicle, and (5) the cost of the repair or replacement is prorated among all sources of income.

## **COLLABORATION**

Means a mutually beneficial and well defined relationship entered into by two or more organizations to achieve common goals. This relationship includes a commitment to mutual relationships and goals, a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards.

**UNDERSERVED POPULATIONS**

Means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population that can be demonstrated to be underserved.

**G. CVSD ADVISORY COMMITTEE MEMBERS**

<p><b>Steve Bellshaw</b>  <b>Deputy Chief</b>  Salem Police Department</p>	<p><b>Kris Billhardt</b>  <b>Executive Director</b>  Volunteers of America, Home Free</p>
<p><b>Allison Cleveland</b>  <b>Executive Director</b>  Oregon Anti-Violence Project</p>	<p><b>Desireé Coyote</b>  <b>Program Manager</b>  Confed. Tribes of the Umatilla Indian Reservation</p>
<p><b>Shirley Didier</b>  <b>Victims’ Rights Coordinator</b>  CVSD, Retired</p>	<p><b>Erin Ellis</b>  <b>Executive Director</b>  Sexual Assault Resource Center</p>
<p><b>Yelena Hansen</b>  <b>Program Coordinator</b>  EMO, Russian Oregon Social Services</p>	<p><b>Jenna Harper</b>  <b>Training Coordinator</b>  Attorney General’s Sexual Assault Task Force</p>
<p><b>Sybil Hebb</b>  <b>Attorney</b>  Oregon Law Center</p>	<p><b>Amy Holmes Hehn</b>  <b>Judge</b>  Multnomah County Circuit Court</p>
<p><b>Kathryn Kelly</b>  <b>Program Manager</b>  Catholic Charities, El Programa Hispano, UNICA</p>	<p><b>Kim Larson</b>  <b>Director, Victim Assistance Program</b>  Marion County District Attorney’s Office</p>
<p><b>Kelsey LeBurn Keswani</b>  <b>Program Director</b>  CASA, YWCA, Vancouver, WA</p>	<p><b>Terri Neimann</b>  <b>Academic Instructor</b>  Tillamook Bay Community College</p>
<p><b>Justin Nelson</b>  <b>District Attorney</b>  Morrow County District Attorney’s Office</p>	<p><b>Cheryl O’Neill</b>  <b>Domestic &amp; Sexual Violence Coordinator</b>  DHS, Child Protective Services Unit</p>
<p><b>Rebecca Orf</b>  <b>OJD Central Point of Contact/Retired Judge</b>  Oregon Judicial Department</p>	<p><b>Barb Palicki</b>  <b>Citizen Representative</b>  Former Director, Curry County CAIC</p>
<p><b>Bob Robison</b>  <b>Community Justice Manager</b>  Multnomah County, Retired</p>	<p><b>Michele Roland-Schwartz</b>  <b>Executive Director</b>  Attorney General’s Sexual Assault Task Force</p>
<p><b>Tawna Sanchez</b>  <b>Family Services Director</b>  Native American Youth &amp; Family Center</p>	<p><b>Robin Selig</b>  <b>State Support Unit Attorney</b>  Oregon Law Center</p>

<p><b>Chanpone Sinlapasai</b>  <b>Attorney at Law</b>  M M Immigration Law Offices</p>	<p><b>Daniel Staton</b>  <b>Sheriff</b>  Multnomah County Sheriff's Office</p>
<p><b>Lauri Stewart</b>  <b>Policy Analyst</b>  Oregon Department of Human Services</p>	<p><b>Vanessa Timmons</b>  <b>Executive Director</b>  OR Coalition Against Domestic &amp; Sexual  Violence</p>
<p><b>Merle Weiner</b>  <b>Phillip H. Knight Professor</b>  University of Oregon</p>	<p><b>Lynne Whiteman</b>  <b>Director, Victim Assistance Program</b>  Benton County District Attorney's Office</p>
<p><b>Letetia Wilson</b>  <b>Executive Director</b>  Center Against Rape and Domestic Violence</p>	

## SECTION I: GRANT APPLICATION OVERVIEW

### A. INTRODUCTION

This document provides instructions and guidance for an application and funding process to distribute victim services grant funds from the federal Victims of Crime Act (VOCA) grant program for one-time nonrecurring funding for a single, twenty-four (24) month grant award period. This one-time nonrecurring funding opportunity does not take the place of any non-competitive or competitive grant application process but is a one-time addition. CVSD reserves the right to request update materials as necessary.

### B. BACKGROUND

The Oregon Department of Justice Crime Victims' Services Division (CVSD) is the State Administrative Agency for the Victims of Crime Act (VOCA) grant programs as authorized by ORS 147.231. Created as part of VOCA, the Crime Victims Fund is made up entirely of fines and other monetary penalties paid by Federal criminal offenders, not by taxpayers. This Act serves as the central source of federal support providing direct services to victims of all types of crimes.

Congress has taken an unprecedented step forward in meeting the critical needs of our nation's crime victims by increasing the VOCA cap for FY 2015. As part of the 2015 appropriations bill, Congress more than tripled the annual amount of non-taxpayer money released from a special fund that helps crime victims.

With this unexpected increase to Oregon's VOCA allocation CVSD has the opportunity to make significant improvements in victim assistance services as well as the responsibility to do so in an accountable and transparent manner. The unknown at this time is whether or not this increase will be sustained or if it will represent a singular opportunity for Oregon. This current request for application is a result of Oregon's increased allocation for FY 2015.

### C. PURPOSE

The primary purpose of the VOCA victim assistance grant program is to extend and enhance services to victims of crime. The VOCA Federal Guidelines state that services are defined as those efforts that: 1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after a victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

For the purposes of this program, a crime victim is "a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime."

**D. ELIGIBILITY TO APPLY UNDER THIS REQUEST FOR APPLICATION**

Eligible applicants for this Request for Applications (RFA) must be listed on the Allocations Table in Appendix A. No other agencies are eligible.

**E. AGENCIES NOT CURRENTLY RECEIVING VOCA FUNDING**

All projects must be (1) for one-time non-recurring costs; (2) to support the expansion or enhancement of delivery of direct services to crime victims; and (3) to ensure the health and safety of victims.

If you ***do not*** currently receive VOCA grant funds you must provide additional information as requested below. This information will be uploaded in Form H: Attachments to Upload.

<b><u>Non-Profit Organizations Only</u></b>	<b><u>Government-based Organizations Only</u></b>
1. Most recent Statement of Financial Position (Balance Sheet); 2. Date of most recent submission of IRS Form 990; 3. Articles of Incorporation 4. IRS 501(c)(3) Determination letter.	Most recent Statement of Financial Position (Balance sheet).

As existing CVSD sub-grant recipients you must be in compliance with all grant requirements including reporting to be considered for this funding.

**F. FEDERAL ELIGIBILITY CRITERIA**

VOCA establishes eligibility criteria that **must** be met by all organizations that receive VOCA funds. These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. Each sub-recipient organization **shall** meet the following requirements:

1. **Public or Nonprofit Organization.** To be eligible to receive VOCA funds, the project must be provided by a public or nonprofit organization or a combination of such organizations, and provide services to crime victims.
2. **Record of Effective Services.** Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
3. **New VOCA Programs.** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.

- 4. Volunteers.** Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.
- 5. Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.
- 6. Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- 7. Comply with Federal Rules Regulating Grants.** Sub-recipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- 8. Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee; and permit reasonable access to its books, documents, papers, and records to determine whether the sub-recipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- 9. Comply with State Criteria.** Sub-recipients must abide by any additional eligibility or service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.
- 10. Services to Victims of Federal Crimes.** Sub-recipients must offer services to victims of federal crimes on the same basis as victims of state crimes. A victim of a federal crime is

defined as a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as some Native American reservations, national parks, some federal buildings and military installations. Examples of other federal crimes are terrorism, bank robbery, some drug-related crimes, interstate or international kidnapping, mail or wire fraud, violation of a qualifying protection order under federal law and trafficking persons.

- 11. No Charge to Victims for VOCA-Funded Services.** Sub-recipients must provide services to crime victims, at no charge, through the VOCA-funded project.
- 12. Confidentiality of Personal Information.** In order to ensure the safety of adult, youth, and child victims of crime, sub-recipients shall protect the confidentiality and privacy of persons receiving services. Sub-recipients shall not disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through sub-recipients' programs. Additionally, sub-recipient shall not 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 grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor. Additional information can be found in the VOCA Grant Management Handbook.
- 13. Confidentiality of Research Information.** Maintain confidentiality of client-counselor information, as required by state and federal law. Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.
- 14. Assurances and Certifications.** Sub-recipients must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.
- 15. Compliance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.** As of January 1, 2009, all recipients of Federal VOCA funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The Transparency Act requires the federal government to have a single, searchable website. This website must be accessible by the public without cost, for each

federal award of \$25,000 or more over the life of any sub-award (i.e., VOCA grant award period). In order to satisfy this requirement, fund sub-recipients are required to have a “data universal numbering system” (DUNS) and to maintain a current registration with the System for Award Management (SAM). Prior to a grant Agreement being issued from this application, all programs must be registered and current with the SAM. See the current version of the *VOCA Grant Management Handbook* for details regarding DUNS and SAM registration (Award Conditions, Federal Funding Accountability and Transparency Act of 2006). For additional information, the SAM User Guide is available at: [https://www.sam.gov/sam/SAM\\_Guide/SAM\\_User\\_Guide.htm#\\_Toc330768952](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm#_Toc330768952).

**16. Accommodations and Language Access.** Applicants are encouraged to support activities that ensure individuals with disabilities and deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretations and translation services, or the purchase of adaptive equipment. Applicant proposing to use grant funds to create websites, videos, and other materials must ensure that they are accessible to person with disabilities.

## **G. FEDERAL MATCH REQUIREMENTS**

VOCA requires each project include a matching contribution of 25% (cash or in-kind) of the total grant funds awarded and must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Any deviation from this policy must be approved by OVC. Additional information regarding match including calculating match can be found in the most recent version of the *VOCA Grant Management Handbook*. VOCA regulations also allow for match waiver requests (see below).

Exceptions to the match requirements above include Native American Tribes/Organizations located on reservations. The match for new or existing VOCA sub-recipients that are Native American Tribes/Organizations located on reservations is 5% (cash or in-kind) of the total VOCA project. For the purpose of this grant, a Native American Tribe/Organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the US to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.

### **Requesting a Match Waiver**

With the recent increase in VOCA funds for FY 2015, many agencies will receive a larger VOCA award, which means larger match requirements. Meeting the 25% match requirement may be more difficult and your agency may want to request a match waiver.

If your agency would like to request a match waiver, please see Form H: Attachments to Uploads for detailed information and a sample letter. The letter should outline the



reasons why your agency will have trouble meeting the full match requirement and should indicate the amount of match you are able to provide. Your CVSD fund coordinator will review your waiver request to determine eligibility and if it should be forwarded to the federal OVC. CVSD will compile all of the eligible match waiver requests and send them to OVC at one time.

Keep in mind that OVC has indicated a match waiver for the full amount is not likely to get approved. It is very important that you consider the amount of match you are able to contribute to the project.

## **H. CVSD REQUIREMENTS**

### **1. Grant Management Handbook**

Comply with VOCA program guidelines as written in the most recent version of the VOCA Grant Management Handbook, including any additional eligibility or service criteria as established by CVSD. *Note: A revised Grant Management Handbook will be released in the summer of 2016.*

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

To ensure meaningful access to services for all victims of crime across the State, programs must be able to respond appropriately to requests for assistance (e.g. completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.

### **3. Financial, Data and Outcome Reporting**

Applicants will submit quarterly financial and outcome measures reports and semi-annual statistics and narrative reports on services provided specific to the staff positions supported by those funds. More detailed information can be found in Section X of this document.

### **4. Confidentiality Policies and/or Procedures**

Applicants will have policies and procedures to protect the confidentiality and privacy of persons receiving services and will not disclose personally identifying information or individual information collected in connection with services requested, used, or denied without the informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits.

### **5. Planning**

The planning process for an agency/program is a way to clearly define the purpose of the agency/program, establish realistic goals and objectives, identify needs and appropriate services for the community(ies) being served. This process provides an opportunity to bring staff, community partners and victims together to build consensus about where an

agency/program is going. Ideally, a thorough planning process will include both internal agency planning, as well as external community-wide planning. CVSD recognizes that the willingness of partners to collaborate and resources supporting that collaboration vary from community to community. CVSD strongly urges programs to go through this process. Applicants will discuss their planning process(s) in greater depth during site visits, including how input from victims and community partners is included. CVSD will provide technical support to applicants upon request and to the extent possible.

## **6. Training Requirements**

Applicants will provide training to staff, volunteers and board/governing body members as outlined in Section VIII of this document. Staff and volunteers will be assessed as to their readiness to provide direct services. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff Roster and the Board/Governing body Roster in the E-Grants system both require information on completion of training requirements for each staff person and board/governing body member.

## **I. AWARD AMOUNTS**

Please see Appendix A for your organization's 2016-2017 VOCA One-Time funding allocation. County population is the basis for each allocation amount. Applicants should carefully consider the resources needed to successfully implement a proposed project and present a realistic budget that accurately reflects project costs.

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

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

The CVSD will award 2016-2017 VOCA One-Time grants for up to twenty-four (24) months with the grant period beginning January 1, 2016 through December 31, 2017.

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

## Section II: One-Time Funding Criteria

### A. OPEN APPLICATION PROCESS

This application will have an extended application period. CVSD will continue to accept applications through **March 31, 2016** allowing eligible applicants to request their funding allocation all at one time or in increments.

- Eligible applicants can submit an application for their full allocation at one time or can choose to submit for only a portion of their allocation;
- If an applicant submits an application requesting only a portion of the organization's allocation from the Allocation table in Appendix A, they will have the opportunity to submit amendment(s) requesting more of their allocated funds on or before the official application close date of **March 31, 2016**.
- An applicant can request amendments to the original application up to the organization's total allocation.
- All applications and amendments must meet the One-Time funding criteria as outlined in this section.

### B. CRITERIA BY CATEGORY

All projects must be (1) for one-time non-recurring costs; (2) to support the expansion or enhancement of delivery of direct services to crime victims; and (3) to ensure the health and safety of victims.

The intention of the One-Time VOCA grant opportunity is to meet agency/program needs that are not currently met through the "regular" non-competitive or the competitive process. Applicants must be able to demonstrate how these one-time expenditures will support the expansion or enhancement of the delivery of direct services to crime victims and/or ensure the health and safety of victims. VOCA funds may support only the prorated share of an item that is not used exclusively for victim-related activities. If an item is not used exclusively for VOCA eligible victim services, you may apply only for the prorated items that serve crime victims. For example: if 20% of clients served by a shelter program are homeless and not VOCA eligible crime victims, then the program could only request 80% of the cost to replace a shelter furnace.

The U.S. Department of Justice, Office for Victims of Crime is currently revising the Federal Program Guidelines governing the VOCA Victim Assistance Grant Program. The Guidelines are anticipated to be released by the end of 2015. CVSD expects these Guidelines to be enacted prior to the commencement of these One-time grant funds. **Therefore, there may be changes to eligibility requirements that were not available at the time of the release of this RFA. If necessary, CVSD staff will work with awarded projects should modifications be necessary.**

**Applicants may apply for funding in one, two or all four categories:**

1. Emergency Services
2. Training
3. Technology/Repair and Replacement of Essential Items
4. Other

Examples of Allowable Costs: eligible emergency services activities to victims, technology, maintenance and repair, personnel providing eligible services as it relates to a one-time nonrecurring project (filling existing positions is not allowable with these funds), skills training for direct services staff and training related travel, well-justified travel related to eligible services, professional services/consultants providing eligible services, short term projects, and funding to initiate projects. A list of allowable and unallowable costs and activities can be found in Section IX. Please refer to the following resources for more comprehensive guidelines on VOCA:

- **The VOCA Grant Management Handbook:**  
([http://www.doj.state.or.us/victims/pdf/voca\\_grant\\_management\\_handbook.pdf](http://www.doj.state.or.us/victims/pdf/voca_grant_management_handbook.pdf)).
- **Current Final Federal VOCA guidelines:** (<http://ojp.gov/ovc/voca/vaguide.htm>).
- **Proposed New VOCA Guidelines:**  
(<https://www.federalregister.gov/articles/2013/08/27/2013-20426/voca-victim-assistance-program>).

Appendix B of this RFA offers examples of eligible projects under this funding opportunity. Applicants are not limited to the examples listed in Appendix B. This is a non-competitive process so please consult with your fund coordinator should you have a question about allowable cost and activities.

The following criterion applies to this RFA for each eligible category.

**1. Emergency Services**

- a. VOCA current guidelines around emergency services apply.
- b. Applicants **cannot** remove funds from the Emergency Services category into another category.
- c. Applicants **can** combine some or the entire allocated amount from the “Other” category into Emergency Services.
- d. No dollars are to be paid directly to a victim.
- e. The use of Gift Cards is not allowed.
- f. Applicants requesting funds for this category must have policy and procedures regarding the disbursement and accounting of these funds and the eligibility criteria.
- g. Allowable expenses are outlined in Section IX of this document.
- h. Alternative to using gift cards may include but not limited to:
  - i. Establishing with a specific vendor(s) a credit or ability to charge items
  - ii. Advocate accompanies survivor to purchase items

- i. During the grant cycle applicants receiving funding from this category must track victims (no names) receiving assistance through these funds and the type and amount of financial assistance received,

## 2. Training

- a. VOCA current guidelines around training apply.
- b. Detailed guidance on training is available in Form J: Services and Supplies, #3 Training.
- c. Training means direct service staff with VOCA supported FTE or non VOCA funded direct service staff receives training.
- d. Applicants **cannot** remove funds from the Training category into another category.
- e. Applicants **can** combine some or the entire allocated amount from the “Other” category into Training. Example: An agency has training plans that will cost more than their allocation. In this case, they can add “Other” category funds to their Training category in order to fully implement their training plans.
- f. Applicants wishing to pool a portion of or their entire training allocation with other counties, programs or agencies to sponsor a regional or larger training or a series of trainings may do so. The following applies:
  - i. A lead agency/program must apply on the behalf of the partners
  - ii. Each agency/program participating must complete an MOU with the lead agency
  - iii. Each partner will indicate in their application the amount of the training funds which will go into the training pool, identify the lead agency and the partners.

## 3. Technology/Repair and Replacement of Essential Items

- a. VOCA current guidelines around technology and repair/replacement of essential items apply.
- b. All or a portion of the allocated amount in this category can be combined with the fourth category entitled “Other”.
- c. Detailed guidance on the procurement process is available in Form K: Other Costs, #3 Capital Outlay.
- d. Applicants will be asked to fully justify the expenditures for technology and equipment in your budget and budget narrative, including type, quantity estimated unit, or other information be provided before the final budget can be issued.

### Technology

- i. Eligible technology upgrades **must be related to the provision of direct services**, supporting your agencies’ ability to provide direct services.
- ii. Grant funds support the purchase, not leasing of technology equipment.

### Repair and Replacement of Essential Items

- i. VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims
- ii. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities.
- iii. This category includes furniture and equipment

#### **4. Other**

- a. VOCA current guidelines apply.
- b. Allowable costs in this category include seed funding to start a project or to complete short term projects.
- c. All or a portion of the allocated amount in this category can be combined with the first, second, and third categories (“Emergency Services,” “Training,” and “Technology and Repair/Replacement of essential item”.)
- d. Projects can include limited duration personnel only as it relates to this one-time project. Filling existing positions is not allowable with these funds.

## Section III: Application Guidelines

The following instructions are intended to guide applicants in completing the 2016-2017 VOCA One-Time Grant Application for all eligible programs for the period of January 1, 2016 – December 31, 2017.

Applications will be completed and submitted entirely through the CVSD E-Grants system. The Forms section is where the vast majority of the work for an application is completed along with the uploading of specifically requested documents. All forms must be complete with no error messages prior to the application being submitted. Having individual forms completed or saved is not the same as “submitting” the application. Applicants must be sure to change the status of their application to “Application Submitted” when all forms have been completed and all errors are corrected.

- A.** CVSD E-grants organization and member information All eligible agencies are currently registered in the CVSD E-Grants system. This process only needs to occur once; there is no need for multiple accounts within the Oregon CVSD E-Grants system. However, the agency must, at a minimum, annually review the agency’s contact and member profile information including deactivating staff no longer associated with the agency. This process should be done prior to beginning the Application. Please see CVSD E-Grants Applicant User Guide, Chapter 5: Keeping Contact Information Current.
- B.** Technical assistance regarding the cvsd e-grants system can be obtained by:
1. Using the “Show Help”. As the applicant navigates and works in the system, selected pages contain a “Show Help” button providing instruction details or additional information specific to the page;
  2. Downloading a PDF version of all of the “Show Help” pages by clicking on Application Instructions in the Request for Application section.
  3. Using the CVSD E-Grant Applicant User Guide;
  4. Contacting one of the CVSD Fund Coordinators listed on pages 1 and 2 for assistance with the application contents; and
  5. Contacting the system Help Desk for system technical assistance, which is available: Monday – Friday 7am to 5pm, Pacific Standard Time, at 1-866-449-1425 or email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com).
- C.** Applications must be submitted electronically through the CVSD E-Grants system. The final opportunity to submit an application or an amendment will be on **Thursday March 31, 2016 by 11:59 p.m., Pacific Standard Time**. The application will not be accessible after the above mentioned time. CVSD staff will not be available to assist an applicant after 5:00 pm on March 31, 2016. Once an application is submitted it will become a “read-only” document and cannot be changed. Late applications will NOT be accepted. For information on Submitting your Application see the CVSD E-Grants Applicant User Guide.

**NOTE: CVSD recommends submitting the application or amendments at least one day prior to the closing date to avoid any unanticipated technical problems.**

- D. All required forms for this application can be found in the CVSD E-Grants system. However, organizations are requested to upload supplemental documents, as appropriate, throughout this application. Please DO NOT attach any documents that have not been requested unless directed by CVSD.
- E. Before CVSD will issue grant fund payments, all existing grant reports for open grants (i.e. VOCA, VAWA, ODSVS, CAMI, CFA etc.) issued to your agency by CVSD must be submitted. Contact your Fund Coordinator if you have any questions regarding the status of your agency's reports. Applicants may be issued conditional awards if they are not current with reporting requirements.
- F. Grant awards for the period January 1, 2016 – December 31, 2017 will not be extended beyond the twenty-one (24) month award period. Unspent funds as of December 31, 2017 will be deobligated.
- G. DOJ has the right to make or deny an award without talking to the applicant first. To avoid any confusion during the application review, complete and accurate applications are strongly encouraged.
- H. By submitting an application, an agency agrees to comply with all DOJ grant agreement requirements. A sample VOCA Grant Agreement is available on the CVSD website at: <http://www.doj.state.or.us/victims/pages/voca.aspx>



## SECTION IV: APPLICATION CONTENTS

### A. KEY THINGS TO REMEMBER WHEN COMPLETING THIS APPLICATION

- After saving a form, if there are errors, the CVSD E-Grants system will provide error messages at the top of a page directing the applicant to errors on a form.
- The E-Grants system will not allow an application to be submitted with error messages on any form within the application.
- Required fields have an asterisk (\*), however, depending on the application other fields may need to be completed as well.
- Remember to click “Save” frequently to save the information you have written. The system will not save information if you go to the next page without saving.
- Click on “Save” every time you think of it.
- The CVSD E-Grants system allows the applicant to check the status of each form and see when the particular form was first created and last modified. When a form is complete, you may click on the button “mark as complete” and the icon next to the form name will show a check mark. This is an internal process only and helps the applicant know when a form is complete.
- Applicants should consider completing narrative sections in a word processing program and pasting it into the appropriate section. Because the text boxes have limited character counts, using the character counting tool in a word processing program when creating your response may be helpful. Please see the CVSD E-Grants Applicant User Guide: Application form completion: Copy and Paste for additional information on this topic.
- Remember to have a person other than the grant writer review the application.

**Instructions for completing all FORMS in this application can be found by clicking on the SHOW HELP button on each page in the E-Grants system.**

### B. PROGRAM/PROJECT INFORMATION: FORMS A-H

Each applicant is required to complete all forms that appear in the *Application Menu—Forms* page except Form G. *Form G: Community Collaboration: Memorandum of Understanding and Subcontracting* will need to be completed as applicable. *Form H: Attachments to Upload* is for use in attaching and uploading additional required documents.

### C. PROJECT BUDGET: FORMS I - M

Completing the budget forms in this application will have some flexibility compared to a “regular” non-competitive application. Please read the following regarding the budget:

1. All applicants must complete the budget forms in the application
2. All eligible agencies have an allocation in each of the four categories which can be found in Appendix A and described in *Section II: Project Criteria*. Agencies should carefully consider the estimated total cost to meet the project needs. Requesting the full amount of the

allocation may not be necessary to successfully implement the proposed project. Applicants are encouraged to present a realistic budget that accurately reflects project costs.

3. Eligible applicants can submit an application for their full allocations at one time or can choose to submit only a portion of their allocation;
4. If an applicant submits an application requesting only a portion of the organization's allocation from the Allocation table in Appendix A, they will have the opportunity to submit amendment(s) requesting more of their allocated funds on or before the official application close date of **March 31, 2016**.
5. An applicant can request more than one amendment up to the organization's total allocation.
6. The required match will be 25% of the federal funds requested. Applicants do have the option to submit a match waiver request as described in *Form H: Attachments to Upload*
7. Tribes are required to submit a 5% match under the current VOCA guidelines. If this changes with the new Proposed VOCA Guidelines, match will be adjusted as necessary.

CVSD has the discretion to award grants for greater or lesser amounts than requested and to negotiate the specifics of a project as well as the budget with applicants prior to awarding a grant.

A list of allowable and unallowable costs and activities under the current guidelines and what they might look like under the new Proposed VOCA guidelines is provided in Section IX in this RFA with additional information in the most recent version of the VOCA Grant Management Handbook.

Form M is an auto-fill budget summary page. All budget amounts and match will be summarized from Forms I - L and shown on the budget summary page.

### **C. MISCELLANEOUS**

This section is available should the applicant be directed by a CVSD Fund Coordinator to upload additional documents.

## Section V: Submission Information

VOCA One-Time grant applications must be submitted electronically through the CVSD E-Grants system. Applications will only be accepted through the CVSD E-Grants system. For instructions on how to submit your application, please review the “Submitting your Application” section of the CVSD E-Grant *Applicant User Guide*.

**ALL APPLICATIONS AND AMENDMENTS ARE DUE ON OR BEFORE:**

**THURSDAY, MARCH 31, 2016  
BY 11:59 P.M., PACIFIC STANDARD TIME**

**IT IS IMPORTANT TO NOTE THAT ONCE AN APPLICATION OR  
AN AMENDMENT IS SUBMITTED IT WILL ENTER INTO A  
“READ-ONLY” STATUS AND CANNOT BE CHANGED.**

**APPLICATIONS SUBMITTED AFTER THE FINAL  
CLOSING DATE WILL NOT BE CONSIDERED FOR FUNDING.**

## **Section VI: Application Review Process and Reservation of Rights**

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

This is a non-competitive application process. Applications will be funded if they sufficiently meet the eligibility requirements and VOCA funds are issued to the State for sub-grants. CVSD staff review applications internally to ensure compliance with VOCA and CVSD guidelines. In order to assess each applicant's ability to provide the fiscal management, reporting and other terms required by this RFA and the CVSD grant agreement, staff will review program financial and service data at site visits (and other relevant information and reporting for grants active from 2014 through the present). CVSD staff may seek clarification from applicants on an application, including asking for additional information, and may require modifications from an applicant.

### **B. RESERVATION OF RIGHTS**

CVSD reserves the right to:

- 1) Seek clarifications of each application 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, with sole discretion, whether a proposal does or does not substantially comply with the requirements of this Application; and
- 4) Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this Application.

## Section VII: Review of Award Decisions

### A. INFORMAL REVIEW

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

### B. FORMAL REVIEW

- 1) An applicant has a right to a review of the award decision with regard to its application.
- 2) Each applicant will be informed of this review procedure at the time a decision is made regarding its application.
- 3) No applicant will be subject to reprisal for seeking a review of an award decision.
- 4) An applicant may request a review by making a written request to a Fund Coordinator within 7 calendar days after receiving notification of the award decision.
- 5) When CVSD is notified that an applicant has requested a review, a meeting will be scheduled for the applicant to meet with a CVSD Fund Coordinator and up to 3 members of the Advisory Committee. Every effort will be made to have this meeting occur within 14 calendar days of the receipt of the request. The Fund Coordinator will notify applicant of the result of the meeting within 5 days after the meeting has been held.
- 6) If the matter is not resolved through the above-described procedure, the applicant can request a review of the issue by the Attorney General or her designee. The applicant should make a written request for such a review through the Director of the CVSD within 7 calendar days following notification of the results of the meeting described in the preceding paragraph.
- 7) Every effort will be made to have a final decision by the Attorney General or designee within 14 days of receipt of the request.

## **Section VIII: Training Requirements for Staff, Volunteers, Interns Under the One-Time Grant**

**Projects proposing to use grant funds to support staff FTE under this RFA must meet the following training requirements as appropriate.**

All sub-recipients of VOCA Non-Competitive grant funds will provide training to grant-funded staff and volunteers/interns providing direct services. Staff and volunteers must be assessed as to their readiness to provide direct services. Training for Board members is strongly encouraged. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff Roster and the Board of Directors Roster in the CVSD E-Grants system both require information on completion of training requirements for each staff person and Board member.

### **DV/SA and Tribal Direct Service Staff**

DV/SA VOCA funded staff, interns and volunteers who provide direct services must successfully complete the required minimum 40 hour training prior to having unsupervised contact with survivors/victims including the additional 2 hour training on privilege. The DHS DV/SA training requirements apply to all VOCA recipients. Detailed training content topics can be found here: [http://www.doj.state.or.us/victims/pdf/dvsa\\_training\\_requirements.pdf](http://www.doj.state.or.us/victims/pdf/dvsa_training_requirements.pdf).

Non-profit organizations and Tribal Nations may provide this training internally, arrange to participate in training led by another provider, or both.

Programs may waive parts of the training for new staff/volunteers who have completed training through other domestic violence and/or sexual assault programs or volunteer trainings if the program:

- contacts the original agency to verify training; and/or
- documents that it meets the training requirements.

If the prospective staff/volunteer has not volunteered or been employed within the last 2 years, they must go through the training.

### **City/County Government Based, Child Abuse Intervention Centers and Special Population Organizations Direct Service Staff**

All recipients of VOCA funds must ensure that staff providing direct services will successfully complete the Oregon Basic State Victim Assistance Academy (SVAA) training during the first year of the grant cycle. Information for the SVAA training will be available on the CVSD website in the near future (SVAA oversight is transitioning from Crime Victims' Assistance Network (CVAN) to CVSD): <http://www.doj.state.or.us/victims/pages/training.aspx>. Proposed VOCA funded staff who have already attended SVAA have met this requirement.

VOCA funded staff from Child Abuse Intervention Centers and Special Population organizations may alternatively submit a 40-hour training plan for CVSD approval that covers topics relevant to the funded staff position(s). The 40-hour training plan may include relevant topics from the:

- a. Oregon Basic State Victim Assistance Academy described above;
- b. DHS Advisory Committee adopted training requirements found at: [http://www.doj.state.or.us/victims/pdf/dvsa\\_training\\_requirements.pdf](http://www.doj.state.or.us/victims/pdf/dvsa_training_requirements.pdf);
- c. Office for Victims of Crime (OVC) Victims Assistance Training *Online* (VAT *Online*) found at: [https://www.ovcttac.gov/views/TrainingMaterials/dspOnline\\_VATOnline.cfm](https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm) under the Course Descriptions tab; and
- d. Additional population-specific topics.

VOCA funded staff providing direct services are strongly encouraged to attend a Crime Victims' Compensation Program (CVCP) and Address Confidentiality Program (ACP) training at least once every four years. CVCP and ACP training is held quarterly in Salem at the CVSD office. The agenda and training schedules are available at:

<http://www.doj.state.or.us/victims/pages/training.aspx>. For additional information contact CVSD at (503) 378-5348.

All staff not providing direct service should minimally be informed on the basics of providing services to victims of crime.

Fund recipients are encouraged to include projected costs of sending staff to training in their budget. These costs can include applicable registration fees, lodging, meals and mileage. Contact your Fund Coordinator for the updated SVAA registration costs.

### **Volunteers and Interns**

Volunteers and interns providing VOCA-funded direct services in government based organizations are required to successfully complete the OVC VAT *Online* training or a training program that minimally covers the topics included in VAT *Online* during the first year of the grant cycle. Registration information for the VAT *Online* training can be accessed at: <https://www.ovcttac.gov/vatonline>.

Alternatively, Child Abuse Intervention Centers and Special Population organizations may submit a training plan for CVSD approval that covers topics relevant to volunteer position(s), which may be from VAT *Online*, DHS Advisory Committee adopted training requirements, SVAA, all described above, and additional population-specific topics.

Volunteer/intern supervisors must develop training plans 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. CVSD 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.

## **Additional Recommended Staff Training**

### **Crime Victim Compensation Training**

Directors, coordinators, and staff who have not participated in a Crime Victim Compensation Training or have not received training in **over four years** are strongly encouraged to participate in one of the quarterly trainings held in Salem at the CVSD Office. Additional information including upcoming training dates can be found on the CVSD website at: <http://www.doj.state.or.us/victims/pages/training.aspx>.

### **Board of Directors or Leaders designated with the responsibility for the oversight of the grant funded activities**

All Board members/governing body/designated leaders will attend an orientation that provides the information they need on their role in the organization. Minimally, this should include: organization overview, orientation of the Board manual, roles and responsibilities of the board, overview of Board structure, overview of board operations, review of strategic plan, and administrative activities.

Each non-profit organization or Tribal Nation will identify the individual or group with direct responsibility for domestic violence and/or sexual assault programs. The designated leader(s) may include members of the Board of Directors, the Tribal Council, Tribal Leaders, the program supervisor, or a DV/SA Advisory Board and must have a minimum of 12 hours of training during their first year in this role. The training must be in at least one of the VOCA priority categories (Domestic Violence, Sexual Assault, Underserved, Child Abuse or General Victim Services) dependent upon services provided by the agency (if they do not already have expertise). On-going training is strongly encouraged. Training can be presented over several months, through annual meetings, self-study with debriefing, etc. Training must be documented. The designated leader(s) are encouraged to receive the same 30 hours of initial training required of the staff and volunteers, in addition to training specifically dealing with governance of the organization.



## SECTION IX: ALLOWABLE AND UNALLOWABLE COSTS AND SERVICES

**Special Services--** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

**Other Allowable Costs and Services--** The services, activities, and costs in this category are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and sub-recipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes.

### Current VOCA Guidelines (1997)

### Proposed VOCA Guidelines

Current VOCA Guidelines (1997)	Proposed VOCA Guidelines
<p><b>Emergency Services</b></p> <p><b>ALLOWABLE</b> Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; 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.</p> <p><b>UNALLOWABLE</b></p> <ul style="list-style-type: none"> <li>Most Medical Costs. VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot</li> </ul>	<p><b>ALLOWABLE</b> Immediate physical and psychological health and safety. Services that respond to the immediate emotional, psychological and physical needs (excluding medical care except as allowed below) of crime victims are allowable. Emergency services include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Emergency food, shelter, clothing, and transportation;</li> <li>Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;</li> <li>Short-term (up to 45 days) nursing home, adult foster care, or group home placement for adults for whom no other safe, short-term residence is available;</li> <li>Window, door, and lock replacement or repair;</li> <li>Emergency costs of non-prescription and prescription medicine, prophylactic treatment to prevent HIV/AIDS infection, durable medical equipment (such as wheel chairs, crutches, hearing aids, eyeglasses), and other health care items are allowed when the</li> </ul>

<p>support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims.</p> <ul style="list-style-type: none"> <li>• Relocation Expenses. VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.</li> </ul>	<p>State’s compensation program, the victim’s (or in the case of a minor child, the victim’s parent’s or guardian’s) health insurance plan, Medicaid, or other health care funding source cannot provide for these expenses within 48 hours of the crime;</p> <ul style="list-style-type: none"> <li>• Emergency legal assistance such as filing restraining or protective orders, and obtaining emergency custody orders and visitation rights.</li> <li>• Manage practical problems created by the victimization;</li> <li>• Traditional, cultural and/or alternative therapy/healing (e.g., art therapy, yoga).</li> <li>• Mental health counseling and care includes out-patient therapy/counseling, including referral to substance abuse treatment, provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.</li> </ul>
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<b>Housing</b>	
<p><b>ALLOWABLE</b> This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.</p> <p><b>UNALLOWABLE</b> Relocation Expenses. VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.</p>	<p><b>ALLOWABLE</b> Window, door, and lock replacement or repair.</p> <p>The cost of transitional housing for victims is allowable, subject to any restrictions on amount, length of time, and eligible crimes, set by the State administering agency. Generally, transitional housing is appropriate for victims of human trafficking, victims with disabilities abused by caretakers, victims of domestic violence and their dependents, and other victims who have a particular need for transitional housing, and who cannot (or should not) return to their previous housing situation due to the circumstances of their victimization. States would be allowed to use VOCA funds to support transitional housing expenses, including travel; rental assistance; first month deposit; utilities. OVC anticipates that these agencies would focus on those victims with the most need, such as victims of human trafficking, minor victims, victims with disabilities, and victims of</p>

	<p>domestic violence.</p> <p>The cost of relocation of victims is allowable, subject to any restrictions on amount, length of time, and eligible crimes, set by the State administering agency. Generally, relocation is appropriate where needed for the safety and well-being of a victim, particularly for domestic violence victims, victims of sexual assault, and victims of human trafficking. Such costs must be reasonable and may include, but are not limited to, moving expenses, security deposits on housing, rental and mortgage assistance, and utility startup.</p>
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<b>Legal</b>	
<p>Legal Service Agencies or Programs with Records of Serving Victims of Domestic Violence. The Program Requirements section (IV.C.5.), which lists the local public agencies eligible to receive VOCA sub grant funds, has been modified to specifically include legal service agencies or programs with a demonstrated history of advocacy on behalf of domestic violence victims, including children.</p> <p><b>ALLOWABLE</b></p> <p>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.</p> <p>Emergency Legal Assistance. The Program Requirements section (IV.E.1.a.), which lists the allowable services, activities, and costs at the sub recipient level, has been modified to allow sub grantees discretion in providing victims of domestic violence with legal assistance such as child custody and visitation proceedings “when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.” The allowable “Contracts for Professional Services” section (IV.E.2.g.) also has been modified to include assistance with emergency custody and visitation proceedings from providers with a demonstrated history of advocacy on behalf of domestic violence victims.</p>	<p><b>ALLOWABLE</b></p> <p>Emergency legal assistance such as filing restraining or protective orders, and obtaining emergency custody orders and visitation rights.</p> <p>Costs for legal assistance services are allowable where reasonable and where the need for such services arises as a direct result of the victimization.</p> <p>Legal services (including, but not limited to, those provided by pro bono legal clinics) that help victims assert their rights as victims or protect their safety, privacy, or other interests, in a criminal proceeding directly related to the victimization, are allowable. Civil legal services for victims where the need for such services arises as a direct result of the victimization are allowable. Protective and restraining orders against a stalker or abuser; campus administrative protection or stay away order proceedings; family, custody, contract, housing, and dependency matters for victims of intimate partner violence, child abuse, sexual assault, and elder abuse; immigration assistance for victims of human trafficking and domestic abuse victims; intervention with creditors, law enforcement (e.g., to obtain police reports), and other entities on behalf of victims of identity theft and financial fraud; intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of a person’s victimization.</p>

<p><b>UNALLOWABLE</b></p> <p>VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts.</p>	<p><b>UNALLOWABLE</b></p> <p>In general, legal services for divorce proceedings, alteration of child support payments, criminal defense, and tort lawsuits are not an appropriate use of VOCA funding.</p>
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Equipment and Furniture	
<p><b>ALLOWABLE</b></p> <p>VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA sub recipient.</p> <p><b>VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities.</b> However, VOCA funds can support a prorated share of such an item. In addition, sub recipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; typewriters and word processors; video-tape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children’s play areas.</p> <p>The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable. Refer to the <a href="#">2015 OJP Financial Guide</a>, effective edition, before these types of decisions are made.</p> <p>State grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the sub recipient no longer receives a VOCA grant. At a minimum, property records must be maintained with the following: a description of the property and a serial number or other identifying number; identification of title holder; the acquisition date; the cost and the percentage of VOCA funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price. (See <a href="#">OJP Financial Guide</a>, effective edition).</p>	<p><b>ALLOWABLE</b></p> <p><i>Equipment and furniture.</i> VOCA funds may be used to purchase furniture and equipment that facilitate the delivery of direct services to crime victims. Examples of allowable costs are telephones; Braille and TTY/TDD equipment; computers and printers; beepers; video cameras and recorders for documenting and reviewing interviews with children; two-way mirrors; colposcopes; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children’s play areas. VOCA funds may support only the prorated share of an item that is not used exclusively for victim-related activities.</p> <p><b>Unallowable</b></p> <ul style="list-style-type: none"> <li>• Furniture and equipment as a management expense.</li> <li>• The purchase of equipment for another organization or individual to perform a victim-related service.</li> </ul>

<b>Repair/Replacement</b>	
<p><b>ALLOWABLE</b>  Repair and/or Replacement of Essential Items. <b>VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims</b>, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. State grantees are cautioned to scrutinize each request for expending VOCA funds for such purposes to ensure the following:  (1) that the building or vehicle is owned by the sub recipient organization and not rented or leased,  (2) all other sources of funding have been exhausted,  (3) there is no available option for providing the service in another location,  (4) that the cost of the repair or replacement is reasonable considering the value of the building or vehicle, and  (5) The cost of the repair or replacement is prorated among all sources of income.</p> <p><b>UNALLOWABLE</b>  Indirect Organizational Costs. The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.</p>	<p><b>ALLOWABLE</b>  <i>Maintenance, repair, or replacement of essential items.</i> VOCA funds may be used for maintenance, and repair or replacement of items that contribute to maintaining a healthy or safe environment for crime victims, such as a furnace in a shelter. Routine maintenance, repair costs, and automobile insurance are allowable for leased vehicles. State administering agencies shall review each sub-recipient request to ensure that other sources of funding are not available, and that the cost of maintenance, repair, or replacement is reasonable.</p> <p><b>UNALLOWABLE</b>  Capital improvements, liability insurance on buildings; body guards; property losses and expenses; real estate purchases; mortgage payments; and construction, except as allowable under § 94.117(a)(1) or § 94.119.</p>

<b>Training</b>	
<p><b>ALLOWABLE</b>  a. Skills training for Staff. VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.  VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and</p>	<p><b>ALLOWABLE</b>  Skills training for staff. VOCA funds designated for skills training shall be used exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality services to crime victims. These VOCA funds may be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization. VOCA funds may be used to pay for manuals, books, video conferencing, and other materials and training methods.  <i>Training-related travel.</i> VOCA funds may support</p>

<p>administrative training for executive directors, board members, and other individuals that do not provide direct services.</p> <p>b. Training Materials. VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the sub recipient’s staff.</p> <p>c. Training Related Travel. VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages state grantees and sub recipients to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, state grantees may authorize using VOCA funds to support training outside of the geographical area. For example, VOCA grantees may benefit by attending national conferences that offer skills building training workshops for victim assistance providers.</p> <p><b>UNALLOWABLE</b> Costs of sending individual crime victims to conferences.</p>	<p>costs such as travel, meals, lodging, and registration fees for VOCA-funded direct service staff in a VOCA sub-recipient organization. These expenses may be funded for training in-State, regionally, and nationally.</p> <p><i>Court Appointed Special Advocates (CASA) and other similar volunteer trainings.</i> VOCA direct service funds may be used to provide instruction to CASA volunteers on how to be an advocate. VOCA funds may also be used to instruct volunteers on how to provide direct services when such services will be provided predominantly by volunteers.</p>
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<b>Technology</b>	
<p><b>ALLOWABLE</b></p> <p>At times, computers may increase a sub recipient’s ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.</p> <p>In order to receive a grant for advanced technologies, each sub recipient must meet the program eligibility requirements set forth in section IV.B. Of the Guidelines, Sub recipient Organization Eligibility Requirements. In making such expenditures, VOCA sub recipients must describe to the state how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the sub recipient’s</p>	<p><b>ALLOWABLE</b></p> <p>VOCA funds may be used for automated systems and technology that support delivery of direct services to victims. Examples are automated information and referral systems, e-mail systems that allow communications among victim service providers, automated case-tracking and management systems, and victim notification systems. Costs may include personnel, hardware, and other expenses, as determined by the State administering agency.</p>

<p>current system; the cost of installation; the cost of training staff to use the computer equipment; the ongoing operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments.</p>	
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<b>Companion Animals for Shelter and/or Court Dog</b>	
<p>OVC supports the use of animals in shelters, court and in therapeutic setting for victims of crime. The following are guidelines when considering the use of animals in shelter and/or court. Organizations proposing the use of animals in a project may be done differently depending on the community.</p>	
<p><b>Contract.</b> Contract with a companion dog organization is the easiest approach as the sub-grantee most likely will pay a flat fee for each day that the animal was used similar to how an organization may budget for a therapist. The contract should include the costs associated with the animal’s care (food, vet care, etc.). In some instances the animal and the therapist working directly with a victim could be funded together.</p>	
<p><b><u>ALLOWABLE COSTS:</u></b></p> <ul style="list-style-type: none"> <li>• Initial cost of dog</li> <li>• Training for dog</li> <li>• Training for advocate working with dog</li> <li>• Transportation of dog to/from courthouse (or at any other appointments involving victim)</li> <li>• Liability insurance for dog</li> <li>• Miscellaneous dog items (harness, leash, etc.)</li> <li>• Grooming</li> </ul> <p><b>Unallowable costs:</b></p> <ul style="list-style-type: none"> <li>• Vet bills</li> <li>• Food</li> </ul>	
<p>Costs should be prorated among other funding sources as appropriate.</p>	

<b>Miscellaneous</b>	
	<p><b>ALLOWABLE</b> Traditional/Alternative Healing</p>
<p><b>UNALLOWABLE</b> Coordination Efforts: Cannot be supported with VOCA funds.</p>	<p><b>ALLOWABLE</b> Coordination of Activities: Activities that facilitate provision of direct services (crisis response teams, coordination of victim notification systems) can be supported by salaries/personnel benefits of VOCA funded staff.</p>
	<p><b>ALLOWABLE</b> Activities that support coordinated /comprehensive response to crime victims: serving on MDTs, victims of federal crimes, participation on task forces/committees to develop protocols, interagency agreements.</p>

<p><b>UNALLOWABLE</b> Needs Assessments, surveys evaluations, studies cannot be supported with VOCA funds.</p>	<p><b>ALLOWABLE</b> Project evaluations: support evaluations of specific victims service projects.</p>
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**B. UNALLOWABLE COSTS AND ACTIVITIES**

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds:

**a. Lobbying and Administrative Advocacy**

VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.

**b. Perpetrator Rehabilitation and Counseling**

Grantees cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

**c. Needs Assessments, Surveys, Evaluations, and Studies**

VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.

**d. Prosecution Activities**

VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system’s effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, 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 VOCA funds.

**e. Fundraising activities**

**f. Indirect Organizational Costs**

The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.

**g. Property Loss**

Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.

**h. Most Medical Costs**

VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant



funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.

**i. Relocation Expenses**

VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.

**j. Administrative Staff Expenses**

Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.

**k. Development of Protocols, Interagency Agreements, and Other Working Agreements**

These activities benefit crime victims, but they are considered examples of the types of activities that grantees undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA grantee.

**l. Costs of Sending Individual Crime Victims to Conferences.**

**m. Crime Prevention Activities.**

**n. Most Food and Refreshments.**

## Section X: Monitoring, Reporting & Financial Requirements

### A. GRANT MONITORING

CVSD will monitor each sub-grantee receiving VOCA funding. The objective of monitoring is to ensure that the sub-grantee is: a) providing services as described in this RFA; b) spending grant funds as agreed; c) working towards funding objectives; and d) following appropriate fiscal procedures. Monitoring includes telephone and on-site visits intended to provide technical assistance and support program development. During desk reviews and on-site visits, DOJ staff will review all financial records and other supporting documentation for costs and expenditures related to CVSD administered grants.

### B. AWARD CONDITIONS

#### Conditional Awards

- 1. Timely Completion of Grant Award Documents:** All grant awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by an applicant and by the CVSD designee. If grant award documents are not completed by an applicant within three months of the notice to the applicant of the intended award, CVSD may withdraw the award and has the authority to reallocate the funds that were conditionally awarded to the applicant.
- 2. Other Conditions:** All grant agreements issued by CVSD include conditions that must be satisfied by both parties to the agreement. In addition, CVSD may include additional conditions when circumstances exist that require a further showing of applicant's ability to successfully manage an award. For example, an award may be made conditionally if the grantee is not current in reporting for any previous grant award; has fewer than two full years of operational history in providing services to victims of crime; has not fully demonstrated the ability to successfully manage any previous CVSD awards; or has not demonstrated stability as required by this RFA. Examples of such additional conditions may include, but are not limited to a requirement of more frequent reporting to assure timeliness and accuracy or additional reports to document that grantee is successfully addressing an area of concern.

If one or more of these conditions exist, the applicant will be notified if a conditional award has been approved. The notice shall specify the conditions to be satisfied by the applicant and the date by which the conditions must be satisfied. When additional conditions are included in a Grant Agreement, Grantee's failure to satisfy those conditions shall be governed by the default and termination provisions included in the Grant Agreement.

## C. PAYMENT OF AWARDS

VOCA grant award payments are made on a reimbursement basis, meaning that grant funds are paid to grantee agencies after expenditures have been made. Payments to grantees are made when CVSD receives a Quarterly Financial Report form and all required accompanying reports. Sample language as to the payment of VOCA awards and the conditions precedent to payment are included in the sample CVSD VOCA Grant Agreement which can be viewed on the CVSD website.

As stated in the sample Grant Agreement, all payments are contingent upon funds being appropriated and available for distribution.

## D. UNEXPENDED GRANT FUNDS

The VOCA grant Agreement provides that grant funds not expended within the grant term shall be deobligated and returned to CVSD. To the extent practicable and within its discretion CVSD will reobligate such funds based on the allocation formula, taking into consideration factors including: the amount of funds deobligated; the timing of the deobligation; and the alternatives for reobligating the funds. **To avoid deobligation of grant funds, applicants should consider redirecting funds in a timely manner** as directed in the most recent version of the VOCA Grant Management Handbook.

## E. REPORTING REQUIREMENTS

In addition to the conditions specified in the preceding section (“Award Conditions”) and as a condition of receiving a VOCA grant, recipients must adhere to the financial guidelines set forth in the fund specific CVSD Grant Agreement, a sample of which is available on the CVSD website.

All CVSD grant agreements provide that grantees who fail to meet any of the reporting requirements included in this section (financial, narrative and/or statistical) shall be considered to be in default under the agreement. In such a case, CVSD has the right to terminate the grant. Please see Section 6 (“Termination and Default”) of the CVSD Grant Agreement for additional information.

**Reporting for this application will be done through the CVSD E-Grants system and as appropriate in the new OVC PMT online system.** See the reporting schedule at the end of this section. Details on reporting in the OVC PMT online system will be provided once CVSD receives further clarification.

### **1. Financial Reporting**

CVSD operates funding for the VOCA Grant Program on a reimbursement basis. Payments to grantees are made when CVSD receives a Quarterly Financial Report (QFR) form, as described in the sample CVSD Grant Agreement. The QFRs that are due by October 31<sup>st</sup> must be accompanied by the required annual report in order for payment to be made. CVSD Common

Outcome Measures Quarterly Reports must also be submitted in order for payment to be made.

## **2. Narrative Reporting Requirements**

Narrative reports will be submitted annually both in the new OVC Performance Measures (OVC PMT) online system and in a Progress Report through E-grants. See required reporting dates below.

Applicants that receive funding under this award must provide data that measure the results of their work. Performance measures are not requested in the application but the questions below are provided as an alert to annual reporting requirements. Consider taking some time to look at how your agency will track this required reporting

### **a. Federal Report Questions**

1. Please discuss the major issues in your program/organization that either assist or prevent victims from receiving assistance during the reporting period.
2. Please describe ways that your agency promoted the coordination of public and private efforts within the community to help crime victims during the reporting period.
3. Please describe any notable activities at the grantee level during the reporting period that improved delivery of victim services.
4. Please discuss each priority (i.e., child abuse, domestic assault, sexual assault, and underserved) in which VOCA funds have been used to assist crime victims during the reporting period (e.g., using case histories or other descriptions; case histories or other materials may be submitted with upload of report in to GMS).
5. Please briefly describe efforts taken to serve Victims of Federal crime during the reporting period.
6. Please identify any emerging issues or notable trends affecting crime victim services in your service area during the reporting period.
7. Please briefly outline any staffing retention issues that your victim assistance program has and why these issues may occur during the reporting period (e.g., high turnover due to insufficient salary, insufficient benefits, and heavy workload).
8. Please explain the methods your program/organization utilizes to publicize its victim assistance funding for services to victims of crime during the reporting period.
9. Please explain how your program/organization is able to direct funding to new/underserved populations during the reporting period.
10. Please explain how your program is able to respond to gaps in services during the reporting period.

### **b. CVSD Report Questions**

#### **Emergency Services**

1. Number of victims served.
2. Describe how the funds were used to support victims. (food, change locks, etc.)

#### **Training**

##### **1. Training Attended.**

- a. Title of training.
- b. What did you learn from the training that is of significance to your work and how have

you applied it?

**2. Training Provided. If the funds were used to facilitate or provide a training**

- a. Title of training provided.
- b. Number of victim service providers trained and their position.
- c. What worked well about this training?
- d. What could have been improved about this training?
- e. What feedback did you receive from those in attendance?

**Technology/ Repair and Maintenance of Essential Items**

- a. List the Equipment/item purchased and how many, if applicable.
- b. Recipients receiving funding under this category will be asked if the property records are maintained according to federal and state guidelines. See the Procurement Guidance in this document for detailed information.

**Other Projects**

Numerous types of project will be submitted under this category. Fund Coordinators will work individually with recipients to develop specific report requirements.

**3. Statistical Reporting Requirements**

CVSD's Grant Agreement requires that sub-recipients report statistical data on a quarterly basis. Details on reporting in the OVC PMT online system for this RFA will be provided once CVSD receives further clarification.

All statistical data must be as accurate as possible. Therefore, grantees must be able to distinguish between new and ongoing clients, on at least a monthly basis, to make collection for the correct reporting period easier. It is essential that the proper data be collected and reported; such data will be used to comply with both state and federal requirements.

Sub-grantees must carefully consider who their VOCA grant clients are in order to accurately collect and report relevant data. In general, clients are "identifiable individuals who receive direct services by the staff resources reflected in the VOCA grant budget." The following should be taken into account when determining how to collect VOCA statistics:

- Contacting the public individually, in groups, in person or otherwise, with information about the availability of services may be an important outreach activity, but does not constitute the actual provision of direct services; persons so contacted are not clients unless they actually receive the direct services offered through the VOCA grant; and
- Clients must be individually identifiable in order to ensure that data is unduplicated and to collect the necessary civil rights compliance information. The only exception is "Number of Phone Contacts."

***See the most recent version of the VOCA Grant Management Handbook for additional information on statistics and narrative reporting.***

**4. Reporting on CVSD Common Outcome Measures**

No CVSD Common Outcome measures will be reported under this RFA. All Common Outcome reporting will be done through the “regular” non-competitive application.

All reports will be submitted electronically through the CVSD E-Grants system according to the following schedule:

<b>Reporting Period</b>	<b>Quarterly Financial-Egrants Quarterly Statistics-OVC/PMT Reports Due</b>	<b>Annual Narrative Progress-Egrants Reports Due</b>
October 1 – December 31	January 31	NA
January 1 – March 31	April 30	NA
April 1 – June 30	July 20	NA
July 1 – September 30	October 31	October 31

**5. Maintain Civil Rights Information**

Upon award, each sub-grantee is required to maintain statutorily required civil rights statistics on victims’ services by race, national origin, sex, age, and disability. This requirement is waived when the sub-grantee is providing a service such as crisis line where soliciting the information may be inappropriate or offensive to the crime victim. Civil rights statistics must be included in the quarterly statistical reports submitted in the OVC PMT Sub grantee quarterly report.

# APPENDICES

Appendix A 2016-2017 One Time Program Allocations by  
Organization

Appendix B Project Examples

**Appendix A**

**2016-2017 VOCA One-Time Only Grant Allocations**

Agency	Emergency Services	Training	Technology & Repair/ Replacement	Other	Total
ABC House	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Baker County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Battered Person’s Advocacy	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Bay Area Hospital	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Benton County District Attorney	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Bradley-Angle House	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Canyon Crisis and Resource Center	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
CARES Northwest	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Catholic Charities – El Programa Hispano	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Center Against Rape and Domestic Violence	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Center for Hope and Safety	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
City of Eugene	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
City of Hillsboro	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Clackamas County District Attorney	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Clackamas Women’s Services	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Clatsop County District Attorney	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Columbia County Child Assessment Center	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Columbia County District Attorney	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Columbia Gorge CAC	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Community Works, Inc.	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Confederated Tribes of Siletz Indians	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Confederated Tribes of the Grand Ronde Community of Oregon	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Confederated Tribes of the Umatilla Indian Reservation	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Confederated Tribes of the Warm Spring Reservation of Oregon	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Coos County District Attorney	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Coquille Indian Tribe	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Cow Creek Band of Umpqua Tribe of Indians	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Crook County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Curry County CAC	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00



Agency	Emergency Services	Training	Technology & Repair/ Replacement	Other	Total
Curry County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Deschutes County District Attorney	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Domestic Violence Resource Center, Inc.	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Domestic Violence Services, Inc	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Douglas CARES	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Douglas County District Attorney	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Dougy Center Inc.	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Ecumenical Ministries of Oregon/Russian Oregon Social Services	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Elders in Action	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Friends of the Child Advocacy Center	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Gilliam County District Attorney	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Governmental Departments of the Burns Paiute Tribe	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Grant County District Attorney	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
Guardian Care Center	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Harney County District Attorney	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
Harney Helping Organization for Personal Emergencies	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
HAVEN from Domestic Violence	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Heart of Grant County	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
Helping Hands Against Violence	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Henderson House Family Crisis Shelter	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Hood River County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Illinois Valley Safe House Alliance	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Immigrant and Refugee Community Organization	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Impact NW	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Jackson County Child Abuse Task Force	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Jackson County District Attorney	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Jackson County Sexual Assault Response Team	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Janus Youth Programs	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Jefferson County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Josephine County CAC	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Josephine County District Attorney	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Juliette's House	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Kids Intervention and Diagnostic Center	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Klamath County District Attorney	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00

Agency	Emergency Services	Training	Technology & Repair/ Replacement	Other	Total
Klamath Crisis Center	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Klamath Tribes	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Klamath-Lake CARES	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Lake County Crisis Center	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
Lake County District Attorney	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
Lane County District Attorney	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Lane County Legal Aid and Advocacy Center	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Legal Aid Services of Oregon	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Liberty House	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Lighthouse for Kids	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Lincoln County Children's Advocacy Center	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Lincoln County District Attorney	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Linn County District Attorney	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Malheur County District Attorney	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Marion County District Attorney	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
MayDay, Inc.	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Morrow County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Mt. Emily Safe Center	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Multnomah County District Attorney	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
My Sister's Place	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Native American Youth and Family Center	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
New Beginnings Intervention Center	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
Next Door, Inc.	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Northwest Human Services, Inc.	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
OASIS Shelter Home, Inc.	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Old Mill Center	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Oregon Crime Victims' Law Center	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Oregon Law Center	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Parents of Murdered Children	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Polk County District Attorney	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Portland Police Bureau	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Portland Women's Crisis Line	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Project DART (HASL)	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Project DOVE	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Raphael House of Portland	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Relief Nursery, Inc.	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00

Agency	Emergency Services	Training	Technology & Repair/ Replacement	Other	Total
Sable House	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Safe Harbors	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
SAFE of Columbia County	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Salem Police Department	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Salvation Army	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Saving Grace	\$7,625.00	\$7,625.00	\$28,000.00	\$22,750.00	\$66,000.00
Self Enhancement Inc.	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Sexual Assault Resource Center	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Sexual Assault Support Services	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Shelter from the Storm	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Sherman County District Attorney	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Siuslaw Outreach Services	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
The Children's Center	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
The Harbor	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Tillamook County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Tillamook County Women's Resource Center	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Umatilla County District Attorney	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Union County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
University of Oregon	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Volunteers of America – Home Free	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Wallowa County District Attorney	\$2,325.00	\$2,325.00	\$7,000.00	\$8,750.00	\$20,400.00
Wasco County District Attorney	\$3,650.00	\$3,650.00	\$12,250.00	\$12,250.00	\$31,800.00
Washington County District Attorney	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Washington County Sheriff's Office	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Wheeler County District Attorney	\$1,000.00	\$1,000.00	\$1,750.00	\$5,250.00	\$9,000.00
Women's Crisis Support Team	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
Women's Safety and Resource Center	\$4,975.00	\$4,975.00	\$17,500.00	\$15,750.00	\$43,200.00
Womenspace, Inc.	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00
Yamhill County District Attorney	\$6,300.00	\$6,300.00	\$22,750.00	\$19,250.00	\$54,600.00
YWCA of Greater Portland	\$8,950.00	\$8,950.00	\$33,250.00	\$26,250.00	\$77,400.00

## 2016-2017 ONE-TIME VOCA FUNDING

### Examples of Eligible Projects

All projects must be (1) for one-time nonrecurring costs; (2) support the expansion or enhancement of delivery of direct services to crime victims; and (3) to ensure the health and safety of victims. Applicants must be able to demonstrate how these one-time expenditures will support the expansion or enhancement of the delivery of direct services to crime victims. VOCA funds may support only the prorated share of an item that is not used exclusively for victim-related activities. If an item is not used exclusively for VOCA eligible victim services, you may apply only for the prorated items that serve crime victims. For example: if 20% of clients served by a shelter program are homeless and not VOCA eligible crime victims, then the program could only request 80% of the cost to replace a shelter furnace.

The following is in no way a comprehensive list of possible projects/activities and services. If you have any questions regarding if a project may or may not be eligible under VOCA and this RFA, please consult with your CVSD Fund Coordinator.

### Equipment & Technology

(Prorated share of an item that is not used exclusively for victim-related activities; may support monthly maintenance/service fees, but only for the duration of the grant period)

- Telephone systems/Cell phones
- Braille, TTY/TDD Equipment, or other auxiliary aids for deaf and hard of hearing clients (Computer equipped with webcam & relay service for working with deaf & hard of hearing individuals may be preferred over TTY, but TTY is still needed for some individuals.)
- Computers & tablets
- Printers and copiers
- Automated Systems and Technology:
  - Automated information and referral systems
  - E-mail systems that allow communications among victim service providers
  - Automated case-tracking and management systems (customizing databases to fit agency needs and new VOCA statistical-tracking requirements)
  - Victim notification systems
  - Encryption
  - Technology that links satellite or remote staff or offices
  - Network
  - Wi-Fi capability costs
  - Server
- Computer software
- Computer back-up system
- Security System (equipment and installation)

- Service contracts and maintenance fees during the grant period of 1 year (if a longer service contract is purchased, pro-rate a one-year portion for the budget)
- Website (prorated to exclude ineligible activities such as fundraising, lobbying, etc.)
- Labor costs involved in setting up technology and training
- Forensic Interviewing Equipment - but only when the results of the interview are used to identify needs of victims in addition to the investigation process utilized by law enforcement and prosecution. It must be used in MDT setting or specialized setting such as a CAC, and completed by a trained forensic interviewer (i.e. video and recording software, two-way mirrors)
- Medical Equipment (Colposcopes)

### **Furniture**

(Prorated share of an item that is not used exclusively for victim-related activities)

- Shelter furniture
- Children’s play area furniture
- Work space furniture
- Waiting area furniture

### **Physical Improvements**

(Prorated share of an item that is not used exclusively for victim-related activities; only expenses that are not eligible for insurance claim purposes are allowable)

- ADA Compliance (renovations to enable compliance and access, such as wheelchair lift, ramp, etc.)
- Maintenance or replacement or repair of essential items  
Equipment repair or replacement (i.e. Shelter furnace, boiler)
- Window, door, lock replacement or repair (energy efficiency is not an allowable justification)
- Area/facility to shelter companion animals (“pets”) of shelter clients

### **Outreach Materials**

(Prorated share of an item that is not used exclusively for victim-related activities)

- Public awareness and education presentations that are made in schools, community centers, and other public forums, and that are designed to inform crime victims of specific rights and services and provide or refer to needed services and assistance
- Development and production of materials (publications)
- Brochures that describe available services

### **Contracts for Professional Services**

(Prorated share of an item that is not used exclusively for victim-related activities)

- Language translation of materials and websites (prorated to exclude ineligible activities such as fundraising, lobbying, etc.)
- Development of materials for underserved victims (i.e. needs of LGBTQ victims; intersection of human trafficking and DV; services available for incarcerated victims)

- Development of databases for client services
- Trainers

### **Training**

(Prorated share of an item that is not used exclusively for victim-related activities)

- Skills training for staff and training-related travel
- Training for therapy animals or Courthouse dogs

## EMPLOYMENT CONTRACT

This Agreement is made and entered into by and between COLUMBIA COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as "County", the COLUMBIA COUNTY SHERIFF, herein referred to as "Sheriff" and Phil Edwards, hereinafter referred to as "Edwards".

WHEREAS, the County Sheriff's Office is in need of experienced and capable management of in Enforcement; and

WHEREAS, Edwards has retired from another police agency under the Public Employee Retirement System (PERS); and

WHEREAS, under the rules and regulations of PERS, Edwards may return to work an unlimited number of hours each calendar year for the Columbia County Sheriff's Office; and

WHEREAS, the Sheriff desires to appoint Edwards as a temporary Enforcement Administrative Sergeant effective March 16, 2016; and

WHEREAS, the Columbia County Sheriff desires to continue the employment of Edwards;

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties above-mentioned, in consideration of the mutual promises hereinafter stated, as follows:

1. This Agreement is effective on March 16, 2016. The Agreement shall continue in effect until terminated as provided herein.
2. During the term of this Agreement, the following shall apply:
  - A. The Sheriff agrees to the continuation of Edwards's employment in the temporary, full time, position of Patrol Administrative Sergeant. The position which is held by Edwards is considered as FLSA non-exempt, and Edwards will be paid on an hourly basis, including overtime for hours over forty in a week.
  - B. As Patrol Administrative Sergeant, Edwards will earn \$34.07 per hour in Salary Range 27. Edwards may be eligible for cost of living adjustments and/or step increases at the sole discretion of the Sheriff.
  - C. Should the Sheriff assign Edwards to a different rank, the hourly wage will be adjusted accordingly.
  - D. Edwards shall not be entitled to the accrual of any benefits, including health and life insurance, leave accruals, PERS, or any other type of benefits typically offered to full-time employees.

E. Edwards shall received call back pay. A call-back is defined as a County-initiated and unanticipated return to duty of an employee, after release from a regular shift, but before the start of the employee's next shift. Included shall be responses to court subpoenas. Excluded shall be scheduled staff meetings, training sessions and the like. If Edwards is called back to work as defined above, he shall be credited with overtime for each hour or part of an hour worked outside the employee's regular shift at the rate of time and one-half (1 1/2) for all hours worked. However, the employee shall be paid for a minimum of three (3) hours for on-duty days at the rate of time and one-half (1 1/2) in addition to any other compensation the employee may be entitled to under this Agreement including full payment for all hours worked during the employee's regular shift.

F. Edwards shall continue to be subject to the terms and conditions which apply to all employees, including, but not limited to the Personnel Rules.

G. Edwards's employment is "at will". This Agreement may be terminated at any time in whole or in part by mutual consent of both parties, or by either party, with or without cause, upon fourteen (14) days advance written notice.

### 3. Miscellaneous

A. *Entire Agreement.* This Agreement represents the complete and exclusive statement of the employment agreement between the County and Edwards. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by the parties concerning their employment agreement.

B. *The Effect of Prior Agreements or Understandings.* This Agreement supersedes any and all prior Agreements or understandings between the parties, including letters of intent or understanding, except for those documents specifically referred to within this Agreement.

C. *Modifications.* The Parties agree that this writing, along with those Agreements referred to within it, including, but not limited to, the Personnel Rules, constitutes the entirety of the Employment Agreement between the parties. Any modifications to this Agreement may only be done in writing and signed by the parties hereto.

D. *Severability of Agreement.* To the extent that any provision hereof is deemed unenforceable, all remaining provisions of this Agreement shall not be affected thereby and shall remain in full force and effect.

E. *Waiver of Breach.* The waiver by Employer of a breach of any provision of this Agreement by Employee shall not operate as a waiver of any subsequent breach by the Employee.

F. *Ambiguities Related to Drafting.* Employer and Employee agree that any ambiguity created by this document will not be construed against the drafter of same.



G. *Choice of Law, Jurisdiction and Venue.* Employee agrees that this Agreement shall be interpreted and construed in accordance with the laws of the State of Oregon and that should any claims be brought against Employer related to terms or conditions of employment it shall be brought in the Columbia County Circuit Court, St. Helens, Oregon.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Phil Edwards

By: \_\_\_\_\_  
Anthony Hyde, Chair

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Henry Heimuller, Commissioner

By: \_\_\_\_\_  
Earl Fisher, Commissioner

Date: \_\_\_\_\_

COLUMBIA COUNTY SHERIFF

By: \_\_\_\_\_  
Jeff Dickerson

Date: \_\_\_\_\_

Approved as to form

By: \_\_\_\_\_  
Office of County Counsel