

OREGON DEPARTMENT OF JUSTICE



2021 - 2023

**VICTIMS OF CRIME ACT (VOCA)
CRIMINAL FINE ACCOUNT (CFA)**

**NON-COMPETITIVE PROGRAM GRANT
REQUEST FOR APPLICATION (RFA)**

APPLICATIONS DUE: FRIDAY, AUGUST 6, 2021

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

GRANT OPPORTUNITY SUMMARY

- Opportunity Type:** Victim of Crime Act (VOCA) Non-Competitive and Criminal Fines Act (CFA) funds. For the purpose of this RFA, this grant opportunity will be referred to as the **VOCA/CFA GRANT**.
- Application for one or both funding source have been combined into a single RFA grant application.
- RFA Release Date:** June 21, 2021
- RFA Deadline:** APPLICATIONS DUE: Friday, August 6, 2021 by 4:59pm PDT. LATE applications will not be considered for funding.
- Award Period:** October 1, 2021 – September 30, 2023 (VOCA & CFA)
- Registration:**
- Applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM)
 - Applicants must register in the CVSSD E-Grant System
- E-Grants Initiation:** Applications will be ***initiated*** by CVSSD
Applications will be ***completed and submitted*** by the applicant
- Matching Requirement:** Match must equal 25% of the entire **VOCA** award. CFA award does not require a match. Tribal Nations do not have a match requirement. **NEW** - See 1 year blanket match waiver in RFA.
- Teleconference Calls:** June 29 & June 30. See page 6 for details.

CVSSD CONTACT INFORMATION

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CVSSD Email: cvssd@doj.or.us
Webpage: <https://www.doj.state.or.us/crime-victims>

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SECTION I: GRANT APPLICATION RESOURCES

A. RESOURCES FOR THIS APPLICATION

This Request for Applications (RFA) is being released by the Oregon Department of Justice (DOJ), Crime Victim and Survivor Services Division (CVSSD), hereafter referred to as CVSSD.

The RFA provides the guidance to complete this application and is downloaded in PDF format from the CVSSD E-Grant system at: www.CVSSDegrants.com and also from the CVSSD website at: www.doj.state.or.us/crime-victims & scroll over to GRANTS --> VOCA .

The CVSSD E-Grant Application Instructions provides guidance for each form to be completed. The instructions can be found in the top section of “View, Edit and Complete Forms” in the E-Grants VOCA/CFA Application.

The CVSSD E-Grant Applicant User Guide can answer many questions about navigating the system. The Guide can be found in CVSSD E-Grants at the welcome screen under “My Training Materials” and at:

https://www.doj.state.or.us/wp-content/uploads/2017/06/cvsd_egrants_applicant_user_guide.pdf

VOCA Guidelines are posted in the top section of “View Forms” in the VOCA/CFA Application.

CFA Guidance is available on the fund pages of the CVSSD website:

<https://www.doj.state.or.us/crime-victims/grant-funds-programs/criminal-fine-account-cfa-funding/>

Sample Grant Agreements for VOCA and CFA are available on the CVSSD website.

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

CFA: <https://www.doj.state.or.us/crime-victims/grant-funds-programs/criminal-fine-account-cfa-funding/>

VOCA Allowable & Unallowable costs are referenced in the VOCA Handbook and CVSSD Website.

APPLICATIONS DUE:
AUGUST 6, 2021 (FRIDAY) BY 4:59PM PDT

ELIGIBILITY: This Request for Application (RFA) serves two purposes; (1) to solicit VOCA non-competitive applications from Prosecution-Based Victim Assistance Programs, Children's Advocacy Centers (CAC), Specific Population Victim Service Providers and Tribal Nations; and (2) to solicit CFA applications from county/city Prosecution-Based Victim Assistance Programs. ***Applications will be accepted ONLY from those agencies/programs found in Appendices B & C: Funding Allocations. NOTE: This RFA process is NOT open to non-profit domestic violence or sexual assault agencies/programs.***

Please read ALL instructions before completing this grant application.

B. CVSSD Grant Management Section CONTACT INFORMATION

Fund Coordinators	Phone	E-mail
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For questions SPECIFIC to this GRANT APPLICATION, please contact:

Staff	Phone	E-mail
Diane Harvey	(971) 533-3953	Diane.Harvey@doj.state.or.us
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Barb Clapper	(503) 378-5308	Barbara.Clapper@doj.state.or.us

C. TIMETABLE FOR APPLICATION REVIEW AND AWARDS

2019 Dates	Application Activity
June 21	VOCA /CFA application released
June 29 (Tuesday) June 30 (Wednesday)	RFA informational teleconferences.
July 16	Final changes/amendments to the application POSTED
August 6	Application DUE no later than 4:59pm PDT
September 17	Application recommendations to CVSSD Director
October 1	2021-2023 VOCA/CFA grant award period begins

D. GRANT AMENDMENTS TO THE APPLICATION

CVSSD may amend this 2021-2023 VOCA/CFA RFA by posting Amendment(s) on the CVSSD E-Grants Forms Menu, directly below “Request for Applications”. Amendments for this RFA will also be posted on the CVSSD website.

Applicants are responsible for ALL information in E-Grants; CVSSD accepts no responsibility for applicants missing information contained in the CVSSD E-Grant system.

Any Applicant requiring an official clarification of a provision of this application may make a “Request for Clarification” via email to the listed CVSSD grant specific staff no later than **Wednesday, July 14, 2021**. CVSSD will promptly respond to each properly submitted request. Official requests for clarifications received after the date, may or may not be responded to at the sole discretion of CVSSD. CVSSD may also informally respond to an applicant’s question with a response that does not affect the provisions of the 2021-2023 VOCA/CFA RFA.

E. VOCA NC/CFA RFA TELECONFERENCE SCHEDULE

All agencies/programs who are considering the submission of an application, in response to this RFA, are strongly encouraged to attend at least one of the two informational teleconference sessions listed below. Each teleconference will review general application information and will also contain details for both VOCA and CFA, as well as respond to questions. For the seasoned grantee, remember that RFA’s periodically change based on evolving CVSSD guidelines and Federal requirements. Applicants may choose one or both dates. No registration is necessary.

Date	Time	Link
June 29, 2021 Tuesday	1:00pm – 2:30pm	VOCA/CFA Teleconference #1 Join ZoomGov Meeting: https://www.zoomgov.com/j/1619958763?pwd=b08vOWpYS3lKNjFHS003YlI2RIhkZz09 Meeting ID: 161 995 8763 Passcode: 122003 Dial by your location: +1 551 285 1373 US Meeting ID: 161 995 8763
June 30, 2021 Wednesday	10:00am – 11:30am	VOCA/CFA Teleconference #2 Join ZoomGov Meeting: https://www.zoomgov.com/j/1610395818?pwd=dIFGQ2k0Q0M0WEIEVGhLSWFoZEhmZz09 Meeting ID: 161 039 5818 Passcode: 000858 Dial by your location: +1 551 285 1373 US Meeting ID: 161 039 5818

F. DEFINITIONS

ACCESS TO SERVICES: Means the degree to which a service is available to as many people as possible and the ability of people to benefit from a system or entity. To ensure meaningful access to services for all victims of crime across the State, programs must be able to appropriately respond to requests for assistance (ie: completion of compensation claims, child abuse medical assessments, provide victim rights information, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to directly link victims whose needs may be beyond their expertise to the appropriate community partner agency/program. Access to services is measured through outcomes.

Access barriers for underserved, marginalized, oppressed communities may include complexity of application process; administrative barriers; language, literacy and culture; transportation and logistical barriers (hrs. of operation, word of mouth communication can limit access for small and newer communities); climate of fear and mistrust.

Approaches to improving accessibility could include assistive technology, adaptive technology, primary language materials, interpretation services, mobility access, sight access, hearing access, transportation assistance, etc.

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.

CRIME VICTIM OR VICTIM OF CRIME: Means a person who has suffered physical, sexual, financial and/or emotional harm as the result of the commission of a crime.

CULTURAL PROFICIENCY: Cultural proficiency is the ability to work with individuals or communities whose culture is different from one's own or the dominant culture of the agency. It is the knowledge that culture impacts an individual's perspective – how they view the world and others, how they relate to others, and how they perceive themselves. Cultural proficiency includes respecting differences; relating to individuals as individuals (with an awareness of the influence of culture); genuine commitment to serve the individual's needs; and commitment to continuously learning about cultural differences, the cultures of others, and how culture influences each of us and our work together.

DIRECT SERVICE OR SERVICES TO VICTIMS OF CRIME: Means those services described in 42 U.S.C. 10603(d)(2), and efforts that – (1) Respond to the emotional, psychological, or physical needs of crime victims; (2) Assist victims to stabilize their lives after victimization; (3) Assist victims to understand and participate in the criminal justice system; or (4) Restore a measure of safety and security for the victim.

FEDERAL VICTIM OF CRIME: Means a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian territory, national parks, federal buildings and military installations.

FISCAL OFFICER: The person in the agency/program who is legally responsible for reporting on the financial activities of the organization. This person also ensures that fiscal records comply with Generally Accepted Accounting Principles (GAAP), VOCA and CFA guidelines and all other fiscal requirements as stated by CVSSD.

GOVERNING BODY: Means a group of people (community leaders, board of directors, county commissioners, Tribal leaders, etc.) who formulate policy and direct the affairs of an agency/program in partnership with the managers.

INTIMATE PARTNER VIOLENCE: The Centers for Disease Control and Prevention describes intimate partner violence (IPV) as physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner. An intimate

partner is one who has a close personal relationship: emotional connectedness; regular contact; ongoing physical contact and/or sexual behavior; identify as a couple; familiarity and knowledge about each other's lives. The relationship need not involve all of these dimensions. Examples of intimate partners include current/former spouses, boyfriends/girlfriends, dating partners/sexual partners. IPV can occur between heterosexual or same-sex couples <https://www.cdc.gov/violenceprevention/intimatepartnerviolence/definitions.html>

MEANINGFUL ACCESS TO SERVICES: Means an agency/program must be able to provide victims meaningful access to services which includes appropriately responding to an initial crisis call and/or disclosure, offering services that are responsive to a victim's status and identity, and connecting victims to partner organizations, as needed

POPULATION SPECIFIC ORGANIZATION: Means a nonprofit, nongovernmental agency/program or Tribal program that primarily serves members of a specific underserved population AND has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

POPULATION SPECIFIC PROGRAM WITHIN A LARGER ORGANIZATION: Means a program within a nonprofit, nongovernmental organization or Tribal governmental program entity that primarily serves members of a specific underserved population AND has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

POPULATION SPECIFIC SERVICES: Means victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims that are designed primarily for, and are targeted to, a specific underserved population. Population Specific Services can be the sole focus of an agency/program or can be a program within a larger organization. Some services may identify one population specific community; others may serve multiple population specific communities simultaneously. Service delivery models will differ based on needs and experiences of the community.

RECIPIENT: A non-federal entity (Crime Victim and Survivor Services Division - CVSSD) who receives a federal award directly from a federal awarding agency (Office for Victims of Crime - OVC), to carry out an activity under a federal program (Victim of Crime Act - VOCA).

RELEASES OF INFORMATION: ROI must be in writing, informed, and reasonably time limited. A release must be in writing. If a release is given orally in the rare emergency situation, the victim's identity must be verified, and the victim must sign the written release as soon as possible. A separate form should be used for each agency or individual to whom a victim is authorizing a release of information. In other words, a "blanket" release that authorizes the release of information to several different agencies or individuals at once is not best practice. Release forms should contain the following information:

- Description of the information to be released;
- The name of the agency designated to receive the information;

- The purpose/reason for the release of information;
- The duration for the release of information;
- The date the release of information consent form is signed;
- An explanation on the ROI form that explains that the release of information can be revoked at any time by the victim.

INFORMED CONSENT: Informed consent refers to a victim’s carefully considered and informed decision to permit the disclosure of confidential information. Victims must understand that the decision to disclose confidential information is theirs alone. Victims must understand the alternatives to disclosure (i.e., is it possible to get the benefits or assistance sought without signing a release) and the risks and benefits of disclosure. Before signing a release of information, the victim should have a clear understanding of exactly what information will be released, for what purpose, and how, when and with whom it will be shared. The victim should also know how to revoke the release.

REASONABLY TIME-LIMITED: Whether a release is “reasonably time-limited” is determined in relation to the victim’s individual circumstances and needs. The length of time that a release is effective should be the minimum length necessary under the circumstances and should be tied to the service the victim is requesting. Fifteen (15) to thirty (30) days is best practice. A balance should be reached between the inconvenience of signing a new release and the benefits of protecting victim confidentiality. It is recommended to err on the side of obtaining new releases that are up to date in terms of what information can be released and to whom. Only the specific information authorized in the release form may be shared. Information revealed by a victim after a release was signed or that was not authorized in the original release may not be disclosed without completion of a new signed and dated release.

SUB-RECIPIENT: Applicant programs that receive sub-awards from the federal grant recipient, then become sub-recipients of that federal award upon signing the sub-award agreement.

TRIBAL ORGANIZATION: A recognized governing body of any Indian tribe, to include any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body.

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.

SECTION II: VOCA APPLICATION OVERVIEW

This document provides instructions and guidance for the application process and should be read in its entirety prior to beginning and completing forms on the CVSSD E-Grant system. This application will be for a two-year grant cycle (October 1, 2021 – September 30, 2023).

A. INTRODUCTION

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

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

Since 2015 when Congress first took an unprecedented step forward to meet the critical needs of our nation's crime victims by increasing the VOCA cap, Oregon began to address the gaps and needs of victims throughout the state. Traditionally, funding has been sufficient to support FTE for core services, however, with the continued increase in VOCA funding, the state has been able to: (1) Build the field's capacity to better serve victims; (2) Begin to address long standing issues in the field; and (3) Identify emerging issues across the state. **This 2021-2023 VOCA Non-Competitive Grant opportunity is a request for eligible applicants to address service delivery issues in Oregon and increase access to services for victims of crime.**

B. PURPOSE

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

- 1) Respond to the emotional and physical needs of crime victims;
- 2) Assist primary & secondary victims of crime to stabilize their lives after 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.

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

C. ELIGIBLE APPLICANTS / AGENCIES TO APPLY

VOCA specifies that an agency/program must provide services to victims of crime and be operated by a public agency or nonprofit organization, Native American Tribe/organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding.

VOCA established eligibility criteria that must be met by all organizations that receive VOCA funds for providing services to victims of crime. Sub-recipients shall abide by any and all additional criteria or reporting requirements established by CVSSD.

In addition to a victim service agency/program, there are many other public and nonprofit agency/programs that have components which offer services to crime victims. These agency/programs are eligible to receive VOCA funds if the funds are used to expand or enhance the delivery of crime victims' services:

- Nonprofit agency/programs providing direct services to crime victims. A nonprofit agency/program must be duly incorporated and registered under Oregon statutes, unless it is a tribal governing body or a local chapter of a national tax-exempt victim service organizations (i.e., Mothers Against Drunk Driving, Parents of Murdered Children);
- Public (government) agencies, such as criminal justice agencies, including law enforcement, prosecutor offices, courts, corrections departments, probation and parole authorities for victim services that exceed the boundaries of their mandate. For example, a police department may use VOCA funds to provide crime victim services that exceed a law enforcement agency's official normal duty, such as a victim crisis response unit. Regular law enforcement duties, such as crime scene intervention, questioning of victims and witnesses, investigations of the crime, and follow-up activities **may not** be paid with VOCA funds;
- Native American tribes/organizations providing services to victims of crime;
- Public and private nonprofit institutions of higher education;
- Religious-affiliated organizations; provided that services are offered to all crime victims without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event; and
- Hospital and emergency medical facilities offering crisis counseling, support groups, and/or other types of direct victim services.

VOCA has established that all agency/programs must be able to provide victims meaningful access to services which includes appropriately responding to an initial crisis call and/or disclosure, offering services that are responsive to a victim's status and identity, and connecting victims to partner organizations, as needed.

D. AGENCIES NOT CURRENTLY RECEIVING VOCA FUNDING

If you are a **new** applicant or **do not** currently receive CVSSD grant funds you must:

1. Register in the CVSSD E-Grant system at www.CVSSDegrants.com. Please see the CVSSD E-Grant Applicant User Guide on *Gaining Access to Oregon CVSSD E-Grants*.
<https://www.doj.state.or.us/crime-victims/for-grantees/CVSSD-e-grants-information/>
2. Please allow 24 hours to process your E-Grant registration.
3. You will be asked to provide additional information as requested below. This information will be provided on Form L: Attachments to Upload.

Non-Profit Organizations Only

- Most recent Statement of Financial Position (Balance Sheet);
- Date of most recent submission of IRS Form 990;
- Articles of Incorporation
- IRS 501(c)(3) Determination letter.

Government-based Organizations Only

- Most recent Statement of Financial Position (Balance sheet).

E. INELIGIBLE AGENCIES

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

1. Federal Agencies: This includes U.S. Attorneys' Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private, nonprofit organizations that operate on federal land may be eligible recipients of VOCA victim assistance grant funds.
2. In-Patient Treatment Facilities: For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

F. VOCA FEDERAL ELIGIBILITY REQUIREMENTS

Eligible applicants must submit a grant application demonstrating their compliance with the VOCA federal requirements. VOCA Eligibility Requirements provides additional information for each requirement and asks that the authorized official certifies the applicant/agency meets the VOCA eligibility requirements which include:

1. The agency is operated by a public agency or a nonprofit organization;
2. The agency demonstrates a documented history of providing effective services to victims of crime or can demonstrate the organizational capacity to provide the proposed services;
3. The agency can show substantial financial support from sources other than the Crime Victims Fund or VOCA;
4. The agency can demonstrate the use or intended use of volunteers;

5. The agency must have the capacity to adhere to the confidentiality or private information requirements;
6. The agency must provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law;
7. The agency shall provide direct services regardless of a victim's participation in the criminal justice process. Victim eligibility under this program for direct services is not dependent on the victim's immigration status;
8. The agency shall not charge victims for VOCA funded services;
9. The agency shall meet the VOCA match requirement (federal regulations exclude Tribal Nations from this matching requirement);
10. The agency shall promote coordinated public and private efforts to aid crime victims within the community; and
11. The agency shall assist victims in applying for Crime Victims' Compensation.

IN ADDITION TO THE REQUIREMENTS LISTED ABOVE, all VOCA sub-recipients are expected to:

- 1. 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 https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective financial review or audit.
- 2. Maintain Civil Rights Requirements.** The CVSSD webpage: <https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/> provides information and links that will assist sub-recipients in complying with three (3) mandatory federal processes. These include:
 - Civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities;
 - Limited English Proficiency (LEP) guidelines; and,
 - Equal Employment Opportunity Plans (EEO). Non-profit organizations and Tribal Nations are exempt from the EEO requirements; however, they must complete the EEO form included as a Grant Agreement Exhibit.

These processes include notification of nondiscrimination policy, responding to discrimination complaints, and civil rights training and are required of recipients of VOCA funding through CVSSD.

Civil Rights Training Certification is required to be updated **every two years** and uploaded in E-Grants before the grant agreement is signed.

3. **Comply with the 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.
4. **Obtain a Data Universal Numbering System (DUNS).** All successful applicants will be required to obtain a federal DUNS number, if you do not already have one. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients.

The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at (800) 234-3867 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 5-7 business days.

5. **Comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.** As of January 1, 2009, all recipients of Federal VOCA funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. All successful applicants will be required to acquire or renew registration with the System for Award Management (SAM), if you have not already done so. SAM is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. **Applicants must update or renew their SAM registration annually to maintain an active status.** Information about SAM registration procedures can be accessed at: www.sam.gov. (If an error message occurs, try a different browser; this is the correct link)

G. CVSSD STATE FUNDING REQUIREMENTS

Applicants eligible for these funds must fulfill the following CVSSD requirements:

1. **Access to Effective Services:** Ensure meaningful access to services for all victims of crime across the State by responding appropriately to requests for assistance (ie: completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.
2. **Good Fiscal Management:** Maintain adequate funding, keep financial records and comply with grant reporting requirements. Applicants with deficiencies in timely and accurate reporting in previous grants may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is awarded.

3. Financial, Data and Outcome Reporting: Submit quarterly financial, statistical and outcome measures reports and narrative reports on services provided specific to the staff positions supported by those funds.

4. Confidentiality Policies and/or Procedures: Maintain and enforce policies and procedures that protect the confidentiality and privacy of persons receiving services and that prohibit disclosure of Personally Identifying Information (PII) or individual information collected in connection with services requested, used, or denied without the informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits. You must become familiar with and adhere to the **PII Breach policy**; policy and forms are located on the CVSSD Website

5. Compliance with Relevant Federal and State Laws (Civil Rights, ADA, etc.): By submitting the 2021-2023 VOCA/CFA Grant application, applicants signify it is their intent to comply with all relevant federal and state laws.

6. Insurance Requirements: Maintain Worker's Compensation and General Liability insurance and other insurance as specified in the Grant Agreement. CVSSD does not collect Certificates of Insurance, but they may request verification during a site visit.

7. Training Requirements: Provide training to all grant-funded staff, volunteers/interns and board/governing body members, as appropriate and outlined by CVSSD. Prior to victim contact, staff and volunteers must be assessed by a supervisor for their readiness to provide direct advocacy services. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff Roster and the Board/Governing Body Roster in the E-Grants system both require information on completion of training requirements for each staff person and board/governing body member. See Appendix A: Training Requirements.

H. MATCH REQUIREMENTS (NOT APPLICABLE FOR TRIBAL NATIONS)

VOCA normally requires each project include a matching contribution of 25% (cash or in-kind) of the actual VOCA grant funds awarded and must be derived from nonfederal sources/funds. These funds may include state or local funds, foundation grants, private donations of cash, services or goods, etc.

NEW! CVSSD has made the decision to offer a blanket match waiver for 50% of applicants match requirement on this VOCA 2021-2023 Award. This will be the equivalent of a match waiver for one (1) full year of your two (2) year VOCA non-competitive award. This blanket waiver is incorporated into your E-Grant application and does not require you to complete the usual CVSSD Match Waiver process.

All funds designated as match are restricted to the same uses as the VOCA victim assistance funds, come from a VOCA allowable activity source 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 CVSSD and OVC. Additional information regarding match including calculating match can be found in the *Application Instructions*.

Requesting a Match Waiver (in addition to the CVSSD blanket match waiver) VOCA regulations allow for match waiver requests to be submitted, in writing, to CVSSD. CVSSD Director will review all waiver requests and will make a decision as to approved waivers for individual projects. Approved match waivers are then forwarded to OVC.

If your agency/program would like to request a match waiver, please see Form L. Attachments to Uploads for detailed information and a sample Waiver Request letter. The letter should outline the reasons why your agency will have difficulty meeting the full match requirement and should indicate the amount of match you are able to provide. Your CVSSD Grant Fund coordinator will review your waiver request to determine eligibility and then forward to the CVSSD Director for consideration. See *VOCA FUNDS – Match Waiver Request Guidance* on the CVSSD webpage for additional instructions.

I. CRIMINAL FINES ACT (CFA) ELIGIBILITY REQUIREMENTS

Statutory Requirements for PROSECUTION-BASED Victim Assistance Programs

Under the Oregon Revised Statute (ORS) Chapter 147.227, programs are to provide comprehensive services to victims of all types of crime in order to meet the eligibility criteria of these funds. The requirements under the Statute give service priority to serious crimes against persons, as well as calls on victims' assistance programs to collaborate with community-based and government agencies to benefit victims. Victim service professionals are required to provide the *Core Services* listed below. Each eligible applicant will be required to submit a signed ***Certificate of District/City Attorney and Program Director*** form certifying that their county/city program meets all of the requirements cited in ORS 147.227. The certification form can be downloaded from E-Grants, signed and must be uploaded as directed in E-Grants on Form L: Attachments to Uploads.

1. Inform victims, as soon as practicable, of their rights under Oregon law;
2. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;
3. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
4. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
5. Assist victims in preparing and submitting crime victims' compensation program claims to the Department of Justice under ORS 147.005 to 147.367;
6. Assist victims in preparing and submitting restitution documentation for purposes of obtaining a restitution order;

7. Prepare victims for court hearings by informing them of the procedures involved;
8. Assist victims with the logistics related to court appearances when practicable and requested;
9. Accompany victims to court hearings when practicable and requested;
10. Encourage and facilitate victims' testimony; and
11. Inform victims of the processes to request the return of property held as evidence.

J. AVAILABILITY AND DURATION OF FUNDING

The grant cycle of the 2021-2023 VOCA Non-Competitive and Criminal Fines Act Grant will be twenty-four (24) months. The grant period is October 1, 2021 through September 30, 2023. Awards are contingent upon the availability of appropriated funds through the US Department of Justice, Office for Victims of Crime.

K. 2021 – 2023 GRANT AWARD ALLOCATIONS

See Appendix B: VOCA Non-Competitive annual funding allocation

See Appendix C: CFA annual funding allocations

L. CONDITION OF AWARDS

Timely Completion of Grant Award Documents

All grant awards are made conditional upon the subrecipient's timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by the agency/program's Authorized Signer and/or the Board Chair or County Chair designee and Financial Officer. If all required grant award documents are not completed by an applicant within three months of the notice to the applicant of the intended award, CVSSD may withdraw the award and has the authority to reallocate the conditionally awarded funds.

Before the CVSSD will issue an award or release a payment, required reports for all existing awards issued by CVSSD must be completed. The schedule for reporting requirements across all funds is located on the CVSSD website: <https://www.doj.state.or.us/crime-victims/for-grantees/reports-and-publications/>

Incomplete or Nonconforming Applications

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

Conditional Awards

All grant agreements issued by CVSSD include requirements that must be satisfied by both parties to the agreement. In addition, CVSSD may include additional conditions when circumstances exist that require a further showing of applicant's ability to successfully manage an award. Examples of such additional conditions include, but are not limited to, a requirement of more frequent reporting to assure timeliness and accuracy, or additional reports to document that sub-recipient is successfully addressing an area of concern. When additional conditions are included in a grant agreement, the sub-recipient's failure to satisfy those conditions shall be governed by the default and termination provisions included in the agreement.

The applicant will be notified that the applicant's award will be finalized, and the sub-award documents are executed only if the additional conditions are satisfied in a timely manner. The notice shall specify the conditions to be satisfied by the applicant and the date by which each condition must be satisfied. If the conditions are satisfied within the prescribed time frame, the award will then be finalized, and award documents can be executed. Applicants who do not satisfy award conditions by the date specified shall be notified in writing that the conditions have not been satisfied and the conditional award has been withdrawn.

Payment of Awards

All payments are contingent upon funds being appropriated and available for distribution.

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

CFA grant award payments are made prospectively on a quarterly basis and not on a reimbursement basis. During a 24-month grant award, the first of 8 equal quarterly payments will be made upon the completion of all required grant documents, including execution of the CVSSD CFA Grant Agreement. Subsequent quarterly payments are made when CVSSD approves submitted quarterly Financial Reports accompanied by all required progress and statistical reports due for that reporting period. Sample language as to the payment of CFA awards and the conditions precedent to payment are included in the sample CVSSD CFA Grant Agreement which can be viewed on the CVSSD website.

SECTION III: GENERAL APPLICATION & E-GRANT GUIDELINES

The following information is to assist you in completing the 2021-2023 VOCA/CFA Non-Competitive Grant Application for all eligible programs for the period **October 1, 2021 – September 30, 2023**. For more specific support, please refer to the RFA Instruction document.

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

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

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

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

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

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

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

GENERAL APPLICATION INSTRUCTIONS REGARDING THE E-GRANT SYSTEM

Applications will be completed and submitted entirely through the CVSSD E-Grant system. Instructions for completing all FORMS in this application can be found by reviewing the Application Instructions located at the top of the Menu-Forms page.

E-Grant Agency and User Registration – All eligible agencies must first register in the CVSSD E-Grant system. Applicant Organizations are only required to register one time; there is no need for multiple organizational accounts within the system. Only the “Authorized Officials” can create a user account and gain access to the E-Grant system.

If you are a **new** eligible applicant and currently do not receive CVSSD grant funds, you must register in the CVSSD system at CVSSDegrants.com. Please refer to the CVSSD Grant Applicant

User Guide, chapter 4: Gaining Access to Oregon CVSSD E-Grants to assist you through the registration process. Allow a minimum of 24 hours for processing of registration.

E-Grant Organization or Updated Organization and Member Information: All applicants must update the Organizational and Member Information within the CVSSD E-Grant system. An agency must review the agency's contact and member profile information annually, including deactivating staff no longer associated with the agency/program. This update process should be completed prior to initiating a grant application.

E-Grant FORMS MENU: The FORMS section in E-Grants is where the majority of the written work for the application is completed. Applicants will supplement content in the Forms by uploading specific requested documents.

E-Grant SUBMITTING AN APPLICATION: Completing and saving individual forms in E-Grants is not the same as "submitting" the application. **Applicants must "CHANGE THE STATUS" of the application to "APPLICATION SUBMITTED" when all forms are complete, and all errors are corrected. The application is not submitted until this step is completed.**

E-Grant REQUIRED DOCUMENTS: All required documents for this application are stated in E-Grants. DO NOT attach or upload any documents that have not been requested, unless directed specifically by CVSSD.

CVSSD has the right to make or deny an award without talking to the applicant agency/program first.

TECHNICAL ASSISTANCE REGARDING THE E-GRANT SYSTEM

Technical assistance can be obtained by:

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

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

Applications are due Friday, August 6, 2021 by 4:59 p.m. DST.

Your grant application will not be accessible after the deadline.

SECTION IV: MONITORING, REPORTING, AND FINANCIAL REQUIREMENTS

A. GRANT MONITORING

CVSSD will monitor each grantee receiving VOCA and CFA funds. The objective of monitoring is to support program development, provide technical assistance, and assure that the grantee is: (a) providing services as described in this RFA and grant agreements; (b) spending grant funds as agreed; (c) working towards funding objectives; and (d) following appropriate fiscal procedures.

CVSSD monitoring includes financial and administrative risk assessments, one or more financial report verifications, policy and procedure reviews, and on-site or virtual visits. Grantees will be contacted by their assigned fund coordinator prior to a site visit being scheduled.

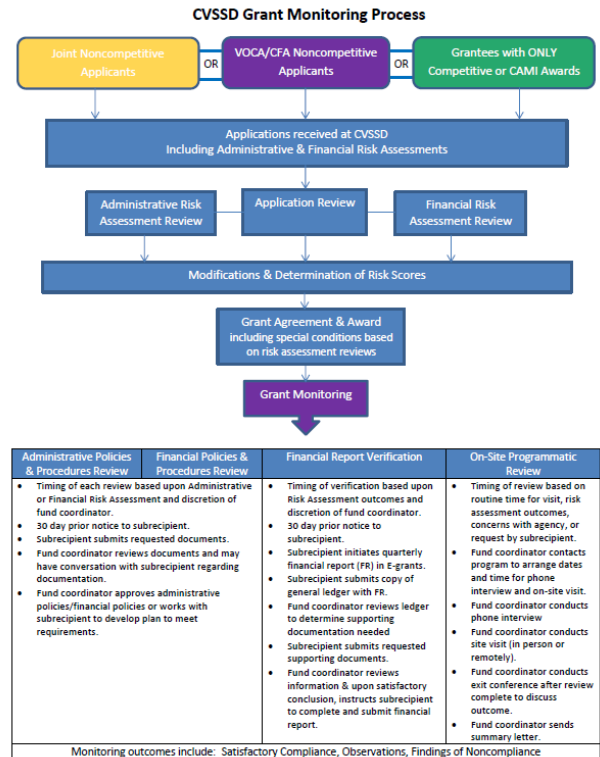
A Grant Monitoring Checklist can be found on the CVSSD website (located FOR GRANTEES; Grant Guidance Documents). This list is not inclusive and will continue to be updated as information changes.

B. DEFAULT

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

C. REPORTING REQUIREMENTS

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



FINANCIAL REPORTING:

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

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

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

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

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

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

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

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

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

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

D. SCHEDULE FOR REQUIRED REPORTS

The complete reporting schedule for all CVSSD grants is available at <https://www.doj.state.or.us/crime-victims/for-grantees/reports-and-publications/>

E. COMMON OUTCOME MEASURES & COLLECTING CLIENT FEEDBACK

All VOCA grant recipients are required to collect feedback on services provided using the currently prescribed Common Outcome Measures listed below. The client feedback is not tied to a specific VOCA funded project, but rather to ALL victim services provided by the program. Programs are asked to collect client feedback from at least 10% of appropriate clients with the goal of a 90% positive response.

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

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

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

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

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

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

For programs serving primarily victims of child abuse:

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

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

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

F. UNSPENT & DE-OBLIGATION OF GRANT FUNDS

Grant awards for the period October 1, 2021 – September 30, 2023 will not be extended beyond the two (2) year award period.

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

CFA: If a CFA funded Program does not expend all its allocated CFA funds for the period of time described in the grant, the Administrator may permit an agency/program to retain a portion or all the funds for use in a subsequent grant. The agency/program will be required to demonstrate how those monies will be incorporated into the next year's program budget. (OAR 137-078-0015 (7)).

SECTION V: SUBMISSION INFORMATION

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

THE VOCA/CFA GRANT APPLICATION IS DUE:

AUGUST 6, 2019 (Friday) by 4:59 pm, PDT

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

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

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

SECTION VI: REVIEW OF APPLICATION & RESERVATION OF RIGHTS

A. APPLICATION REVIEW PROCESS

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

Applications will be reviewed by CVSSD Grant Management staff. In addition to the application, staff may review program financial and service information, previous site visit reviews and other relevant information, including reporting for previous grants through the present. CVSSD staff may seek guidance from funding advisory bodies on specific applications.

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

B. RESERVATIONS OF RIGHTS

CVSSD reserves the right to:

1. Seek clarifications of each application, and/or to award a grant contract without further discussion of the proposals submitted;
2. Reject any and all applications received by reason of this request, or to negotiate separately in any manner necessary to serve the best interest of the public;
3. Determine, in their sole discretion, whether a proposal does or does not, substantially comply with the requirements of this VOCA/CFA RFA; and
4. Waive any minor irregularity, informal or non-conformance, with the provisions or procedures of this VOCA/CFA RFA.

SECTION VII: REVIEW OF REWARD DECISION

A. INFORMAL REVIEW

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

B. FORMAL REVIEW

- An applicant has a right to a review of the award decision with regards to its application.
- Each applicant will be informed of this review procedure at the time a decision is made regarding its application.
- No applicant will be subject to reprisal for seeking a review of an award decision.
- An applicant may request a review, by written request, to CVSSD within seven (7) calendar days after receiving notification of the award decision.
- When CVSSD is notified that an applicant has requested an award decision review, a meeting will be scheduled for the applicant to meet with the CVSSD Grant Fund Coordinator and with up to three (3) members of the CVSSD Advisory Committee. Every effort will be made to hold this meeting within 14 calendar days of the receipt of the review request. The CVSSD Grant Fund Coordinator will notify the applicant of the meeting outcome/decision within five (5) working days following said meeting.
- If the matter at hand is not resolved through the above-described procedure, the applicant may request a review of the issue by the Oregon Attorney General or designee. The applicant shall make a written request for such a review to the Director of CVSSD within seven (7) calendar days following notification of the results of the meeting described in the preceding paragraph.
- Every effort will be made to have a final decision by the Oregon Attorney General or designee within 14 calendar days of receipt of the request.

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

A. STAFF

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

https://law.lclark.edu/centers/national_crime_victim_law_institute/projects/OR_SVAA/.

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

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

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

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

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

- Oregon Basic State Victim Assistance Academy described above;
- DHS Advisory Committee adopted training requirements found at: http://www.doj.state.or.us/victims/pdf/dvsa_training_requirements.pdf;
- Office for Victims of Crime Victims Assistance Training *Online* (VAT *Online*) found at: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm under the Course Descriptions;
- Core Advocate Training described above; and
- Additional population-specific topics or other related training as approved by CVSSD.

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

Address Confidentiality Program (ACP) training is recommended, however, not mandated. It is recommended that each agency/program have at least one (1) Certified ACP

Application Assistant staff to support victims in understanding and completing the ACP process. An ACP Application Assistant must renew their certificate every two (2) years. CVCP and ACP training is available online with instructions and links located on the CVSSD webpage. For any additional information, contact Christy Simon at Christy.A.Simon@doj.state.or.us.

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

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

B. VOLUNTEERS & INTERNS

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

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

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

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

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

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

C. BOARD of DIRECTORS and LEADERS

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

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

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

Members of Board of Trustees and governing boards of Oregon’s colleges and universities are not required to complete any specialized training under this VOCA/CFA RFA.

APPENDIX B:
2021-2023 VOCA NON-COMPETITIVE GRANT ALLOCATION

Agency/Program	Year 1 Allocation	Year 2 Allocation	Total Maximum¹ Allocation	Total Match Required
ABC House	\$ 150,188.00	\$ 150,188.00	\$ 300,376.00	\$ 75,094.00
Amani Center	\$ 90,794.00	\$ 90,794.00	\$ 181,588.00	\$ 45,397.00
Baker County CAC	\$ 77,506.00	\$ 77,506.00	\$ 155,012.00	\$ 38,753.00
Baker County District Attorney's Office	\$ 89,577.00	\$ 89,577.00	\$ 179,154.00	\$ 44,788.50
Benton County District Attorney's Office	\$ 170,122.00	\$ 170,122.00	\$ 340,244.00	\$ 85,061.00
CAC of Jackson County	\$ 149,972.00	\$ 149,972.00	\$ 299,944.00	\$ 74,986.00
CAC of Lincoln County	\$ 85,680.00	\$ 85,680.00	\$ 171,360.00	\$ 42,840.00
CARES Northwest	\$ 593,891.00	\$ 593,891.00	\$ 1,187,782.00	\$ 296,945.50
Children's Center	\$ 227,836.00	\$ 227,836.00	\$ 455,672.00	\$ 113,918.00
City of Albany	\$ 63,860.00	\$ 63,860.00	\$ 127,720.00	\$ 31,930.00
City of Eugene	\$ 124,956.00	\$ 124,956.00	\$ 249,912.00	\$ 62,478.00
Clackamas County District Attorney's Office	\$ 511,733.00	\$ 511,733.00	\$ 1,023,466.00	\$ 255,866.50
Clatsop County District Attorney's Office	\$ 113,098.00	\$ 113,098.00	\$ 226,196.00	\$ 56,549.00
Columbia County District Attorney's Office	\$ 126,413.00	\$ 126,413.00	\$ 252,826.00	\$ 63,206.50
Columbia Gorge CAC	\$ 93,608.00	\$ 93,608.00	\$ 187,216.00	\$ 46,804.00
Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of Siletz Indians	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of the Grand Ronde Community of Oregon	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of the Umatilla Indian Reservation	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Confederated Tribes of the Warm Spring Reservation of Oregon	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Coos County District Attorney's Office	\$ 138,339.00	\$ 138,339.00	\$ 276,678.00	\$ 69,169.50
Coquille Indian Tribe	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Cow Creek Band of Umpqua Tribe of Indians	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Crook County District Attorney's Office	\$ 95,810.00	\$ 95,810.00	\$ 191,620.00	\$ 47,905.00
Curry County District Attorney's Office	\$ 96,025.00	\$ 96,025.00	\$ 192,050.00	\$ 48,012.50

Agency/Program	Year 1 Allocation	Year 2 Allocation	Total Maximum¹ Allocation	Total Match Required
Deschutes County District Attorney's Office	\$ 270,130.00	\$ 270,130.00	\$ 540,260.00	\$ 135,065.00
Douglas CARES	\$ 108,473.00	\$ 108,473.00	\$ 216,946.00	\$ 54,236.50
Douglas County District Attorney's Office	\$ 189,145.00	\$ 189,145.00	\$ 378,290.00	\$ 94,572.50
Dougy Center	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Gilliam County District Attorney's Office	\$ 74,081.00	\$ 74,081.00	\$ 148,162.00	\$ 37,040.50
Governmental Departments of the Burns Paiute Tribe	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
Grant County District Attorney's Office	\$ 79,758.00	\$ 79,758.00	\$ 159,516.00	\$ 39,879.00
Guardian Care Center	\$ 108,216.00	\$ 108,216.00	\$ 216,432.00	\$ 54,108.00
Harney County District Attorney's Office	\$ 79,737.00	\$ 79,737.00	\$ 159,474.00	\$ 39,868.50
HASL - Project DART	\$ 90,426.00	\$ 90,426.00	\$ 180,852.00	\$ 45,213.00
Helping Hearts	\$ 74,463.00	\$ 74,463.00	\$ 148,926.00	\$ 37,231.50
Hood River County District Attorney's Office	\$ 98,536.00	\$ 98,536.00	\$ 197,072.00	\$ 49,268.00
Jackson County District Attorney's Office	\$ 301,813.00	\$ 301,813.00	\$ 603,626.00	\$ 150,906.50
Jackson County SART	\$ 83,212.00	\$ 83,212.00	\$ 166,424.00	\$ 41,606.00
Janus Youth - Insights Teen Parent Program	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Jefferson County District Attorney's Office	\$ 96,701.00	\$ 96,701.00	\$ 193,402.00	\$ 48,350.50
Josephine County CAC	\$ 100,237.00	\$ 100,237.00	\$ 200,474.00	\$ 50,118.50
Josephine County District Attorney's Office	\$ 162,578.00	\$ 162,578.00	\$ 325,156.00	\$ 81,289.00
Juliette's House	\$ 124,940.00	\$ 124,940.00	\$ 249,880.00	\$ 62,470.00
KIDS Center	\$ 164,558.00	\$ 164,558.00	\$ 329,116.00	\$ 82,279.00
Kids' FIRST	\$ 191,193.00	\$ 191,193.00	\$ 382,386.00	\$ 95,596.50
Kids' HOPE Center	\$ 92,896.00	\$ 92,896.00	\$ 185,792.00	\$ 46,448.00
Klamath County District Attorney's Office	\$ 143,250.00	\$ 143,250.00	\$ 286,500.00	\$ 71,625.00
Klamath-Lake CARES	\$ 98,280.00	\$ 98,280.00	\$ 196,560.00	\$ 49,140.00
Lake County District Attorney's Office	\$ 80,508.00	\$ 80,508.00	\$ 161,016.00	\$ 40,254.00
Lane County District Attorney's Office	\$ 465,282.00	\$ 465,282.00	\$ 930,564.00	\$ 232,641.00
Liberty House	\$ 250,682.00	\$ 250,682.00	\$ 501,364.00	\$ 125,341.00
Lincoln County District Attorney's Office	\$ 122,544.00	\$ 122,544.00	\$ 245,088.00	\$ 61,272.00
Linn County District Attorney's Office	\$ 203,655.00	\$ 203,655.00	\$ 407,310.00	\$ 101,827.50

Agency/Program	Year 1 Allocation	Year 2 Allocation	Total Maximum¹ Allocation	Total Match Required
Malheur County District Attorney's Office	\$ 105,471.00	\$ 105,471.00	\$ 210,942.00	\$ 52,735.50
Marion County District Attorney's Office	\$ 432,692.00	\$ 432,692.00	\$ 865,384.00	\$ 216,346.00
Morrow County District Attorney's Office	\$ 84,461.00	\$ 84,461.00	\$ 168,922.00	\$ 42,230.50
Mt. Emily Safe Center	\$ 90,110.00	\$ 90,110.00	\$ 180,220.00	\$ 45,055.00
Multnomah County District Attorney's Office	\$ 924,678.00	\$ 924,678.00	\$ 1,849,356.00	\$ 462,339.00
Northwest Human Services	\$ 76,675.00	\$ 76,675.00	\$ 153,350.00	\$ 38,337.50
Old Mill Center for Children and Families	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Parents of Murdered Children	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Polk County District Attorney's Office	\$ 158,075.00	\$ 158,075.00	\$ 316,150.00	\$ 79,037.50
Relief Nursery	\$ 75,400.00	\$ 75,400.00	\$ 150,800.00	\$ 37,700.00
Sherman County District Attorney's Office	\$ 73,871.00	\$ 73,871.00	\$ 147,742.00	\$ 36,935.50
STAR Center	\$ 85,523.00	\$ 85,523.00	\$ 171,046.00	\$ 42,761.50
The Klamath Tribes	\$ 112,500.00	\$ 112,500.00	\$ 225,000.00	\$ 56,250.00
The Lighthouse for Kids	\$ 85,520.00	\$ 85,520.00	\$ 171,040.00	\$ 42,760.00
The Next Door	\$ 72,000.00	\$ 72,000.00	\$ 144,000.00	\$ 36,000.00
Tillamook County District Attorney's Office	\$ 99,673.00	\$ 99,673.00	\$ 199,346.00	\$ 49,836.50
Umatilla County District Attorney's Office	\$ 156,676.00	\$ 156,676.00	\$ 313,352.00	\$ 78,338.00
Union County District Attorney's Office	\$ 100,187.00	\$ 100,187.00	\$ 200,374.00	\$ 50,093.50
Wallowa County District Attorney's Office	\$ 79,522.00	\$ 79,522.00	\$ 159,044.00	\$ 39,761.00
Wally's House	\$ 77,468.00	\$ 77,468.00	\$ 154,936.00	\$ 38,734.00
Wasco County District Attorney's Office	\$ 100,517.00	\$ 100,517.00	\$ 201,034.00	\$ 50,258.50
Washington County District Attorney's Office	\$ 707,635.00	\$ 707,635.00	\$ 1,415,270.00	\$ 353,817.50
Washington County Sheriff's Office	\$ 83,676.00	\$ 83,676.00	\$ 167,352.00	\$ 41,838.00
Wheeler County District Attorney's Office	\$ 73,520.00	\$ 73,520.00	\$ 147,040.00	\$ 36,760.00
Yamhill County District Attorney's Office	\$ 184,616.00	\$ 184,616.00	\$ 369,232.00	\$ 92,308.00

Agency/Programs may apply for up to the amount listed. Electing to not apply for the full allocation will not impact future funding.

APPENDIX C:
2021-2023 CRIMINAL FINES ACCOUNT (CFA) GRANT ALLOCATION

County	Estimated Year 1 Allocation	Estimated Year 2 Allocation	Total Estimated 2021-2023 Allocation
Baker County District Attorney's Office	\$17,328.00	\$17,328.00	\$34,656.00
Benton County District Attorney's Office	\$56,379.00	\$56,379.00	\$112,758.00
City of Albany	\$23,939.00	\$23,939.00	\$47,878.00
City of Beaverton	\$35,442.00	\$35,442.00	\$70,884.00
City of Eugene	\$54,509.00	\$54,509.00	\$109,018.00
Clackamas County District Attorney's Office	\$184,568.00	\$184,568.00	\$369,136.00
Clatsop County District Attorney's Office	\$34,811.00	\$34,811.00	\$69,622.00
Columbia County District Attorney's Office	\$32,962.00	\$32,962.00	\$65,924.00
Coos County District Attorney's Office	\$47,776.00	\$47,776.00	\$95,552.00
Crook County District Attorney's Office	\$22,617.00	\$22,617.00	\$45,234.00
Curry County District Attorney's Office	\$22,608.00	\$22,608.00	\$45,216.00
Deschutes County District Attorney's Office	\$101,980.00	\$101,980.00	\$203,960.00
Douglas County District Attorney's Office	\$75,029.00	\$75,029.00	\$150,058.00
Gilliam County District Attorney's Office	\$11,248.00	\$11,248.00	\$22,496.00
Grant County District Attorney's Office	\$13,416.00	\$13,416.00	\$26,832.00
Harney County District Attorney's Office	\$14,142.00	\$14,142.00	\$28,284.00
Hood River County District Attorney's Office	\$29,864.00	\$29,864.00	\$59,728.00
Jackson County District Attorney's Office	\$148,098.00	\$148,098.00	\$296,196.00
Jefferson County District Attorney's Office	\$21,555.00	\$21,555.00	\$43,110.00
Josephine County District Attorney's Office	\$54,076.00	\$54,076.00	\$108,152.00
Klamath County District Attorney's Office	\$47,038.00	\$47,038.00	\$94,076.00
Lake County District Attorney's Office	\$13,431.00	\$13,431.00	\$26,862.00
Lane County District Attorney's Office	\$205,921.00	\$205,921.00	\$411,842.00
Lincoln County District Attorney's Office	\$38,801.00	\$38,801.00	\$77,602.00
Linn County District Attorney's Office	\$85,222.00	\$85,222.00	\$170,444.00
Malheur County District Attorney's Office	\$32,925.00	\$32,925.00	\$65,850.00
Marion County District Attorney's Office	\$190,660.00	\$190,660.00	\$381,320.00
Morrow County District Attorney's Office	\$15,853.00	\$15,853.00	\$31,706.00
Multnomah County District Attorney's Office	\$470,099.00	\$470,099.00	\$940,198.00
Polk County District Attorney's Office	\$54,160.00	\$54,160.00	\$108,320.00
Sherman County District Attorney's Office	\$11,419.00	\$11,419.00	\$22,838.00
Tillamook County District Attorney's Office	\$23,275.00	\$23,275.00	\$46,550.00
Umatilla County District Attorney's Office	\$60,720.00	\$60,720.00	\$121,440.00
Union County District Attorney's Office	\$33,193.00	\$33,193.00	\$66,386.00
Wallowa County District Attorney's Office	\$13,138.00	\$13,138.00	\$26,276.00
Wasco County District Attorney's Office	\$25,296.00	\$25,296.00	\$50,592.00
Washington County District Attorney's Office	\$227,906.00	\$227,906.00	\$455,812.00
Wheeler County District Attorney's Office	\$10,807.00	\$10,807.00	\$21,614.00
Yamhill County District Attorney's Office	\$60,028.00	\$60,028.00	\$120,056.00

GRANT WORKSHEET

FY 2021/2022 BUDGET

☐ Please check here if no salaries are funded by this grant. If the grant is funding all or part of an employees salary: COMPLETE PAGE 2 OF THIS WORKSHEET

Funding Source Code

For Accounting Department use only

County Fund & Dept Receiving Grant

010 General 01522 DA/ Victims Assistance

Award Period:

Begin: 10/1/2021

End: 9/30/2023

Common Name

2021-2023 VOCA/ CFA NC Grant

Everyday name used within your department

Formal Name

2021-2023 Victims of Crime Act (VOCA) Criminal Fine Account (CFA) Non-Competitive Grant

Complete formal name given to grant by funding source

PLEASE ATTACH COPY OF GRANT AWARD

Source of Funds

Where did the funding come from?

Did the funds come directly to the county from the federal government?

Did the funds pass through the State of Oregon or another organization before arriving at the county?

Grant Number:

If Federal Grant: CFDA Number

If State Grant: Number assigned by state funding source

☐ Direct, federal government, dept of

CFDA:

☒ Indirect, federal government, dept of

Department of Justice (DOJ) Office for Victims of Crime (OVC)

CFDA:

16.575

and State of Oregon, dept/division of

Department of Justice (DOJ) Crime Victims and Survivors Services Division (CVSSD)

☐ Indirect, federal government, dept of and another entity or organization

CFDA:

☐ Direct, State of Oregon, dept/division of☐ Indirect, State of Oregon, dept/division of via another entity or organization☐ Other

Total Amount of Award: \$

Is this a new grant?		Match Requirement Amount		Is this a multiyear grant?	
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>	No
		How Much: \$49,836.50			
Payment Method:				IF Yes:	
<input type="checkbox"/>	Advance	<input checked="" type="checkbox"/>	Hard Dollar Match	Amount Applicable to Current Budget Year:	
<input checked="" type="checkbox"/>	Reimbursement	<input type="checkbox"/>	In-Kind (IDENTIFY below)		
Reporting Cycle				\$ 92,211.00	
<input type="checkbox"/>	Monthly				
<input checked="" type="checkbox"/>	Quarterly	Grant Administrator:		Kristina Vatne	
<input type="checkbox"/>	Semi-Annual	Accounting Contact:		Kristina Vatne	
<input type="checkbox"/>	Annual				

GRANT DATA