

APPLICATION CHECKLIST

- Have you submitted the original and 15 copies of the application prepared in accordance with the application format?
- Have you checked that the application does not exceed 15 pages, is double-spaced, with one-inch margins, and is typed in a standard 12-point typeface?
- Have you included a completed and signed Cover Sheet as shown on page 23?
- Have you thoroughly responded to Parts One to Six of the Program Narrative Section?
- Have you included written narrative demonstrating collaboration with appropriate agencies including, but not limited to, units of law enforcement, prosecution, victim services agencies, and the courts?
- For communities where there is a local domestic/family violence council or sexual assault task force, have you included a completed and signed Collaboration/Certification Form signed by the Chair of the Council/Task Force?
- For statewide applicants, have you included a completed and signed Description of Collaboration/Certification form?
- For local project collaborations have you included a completed and signed Description of Collaboration/Certification form?

Applications omitting the required narrative demonstrating collaboration and Certification Form will not be considered for funding.

**APPLICATIONS MUST BE RECEIVED BY 5:00 PM,
May 9, 2005
THERE WILL BE NO EXTENSIONS OR EXCEPTIONS.**

VAWA ADVISORY BOARD MEMBERS

The STOP Violence Against Women Advisory Board is comprised of 13 members from around the State that represent agencies within the criminal justice and social service systems. Among other duties, the VAWA Advisory Board is tasked with:

1. Establishing priority areas for funding and determining how funds will be distributed across the law enforcement, prosecution, court, and victim services categories.
2. Ensuring the equitable distribution of funds based on funding criteria.
3. Reviewing and recommending applications selected for funding.
4. Determining how the success of grant-funded activities will be evaluated.

At their December 6, 2004 meeting the Violence Against Women Advisory Board re-established priorities for the award and distribution of FY 2005 STOP Violence Against Women Formula Grant funds. Members of the VAWA Advisory Board are:

Phyllis Barkhurst

Attorney General's Sexual Assault Task Force

Lt. Dave Okada

Salem Police Department

Bonnie Braeutigam

Department of Human Services

Nancy O'Mara

Center Against Rape and Domestic Violence

Deborah Cameron

Domestic Violence Resource Center

Alice Phalan

Oregon Judicial Department

Sybil Hebb

Oregon Law Center

Ramon Rodriguez

Ontario Police Department

Bob Hermann

Washington County District Attorney

Chiquita Rollins

Multnomah County Department of County Human Services

Daniela Letz

Sexual Assault Resource Center

Denise Washington

Oregon Coalition Against Domestic and Sexual Violence

Daniel Norris

Malheur County District Attorney

Staff:

Carmen Merlo, Director
Renee Kim, Grants Coordinator

INTRODUCTION

The Criminal Justice Services Division (CJSD) of the Oregon Office of Homeland Security is soliciting applications for programs that encourage the development and implementation of effective law enforcement, prosecution, and judicial strategies to combat violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.

The Criminal Justice Services Division of the Oregon Office of Homeland Security is the State Administrative Agency (SAA) for the STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant Program.

The STOP Program promotes a coordinated and integrated approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, the courts, victim advocates, and service providers. The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States and territories should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations.

VAWA ALLOCATIONS

VAWA guidelines specify that law enforcement and prosecution each receive 25 percent of the state's award, victim services receives 30 percent plus the state's 15 percent discretionary set-

aside, and 5 percent is allocated for the courts.

AVAILABILITY AND DURATION OF FUNDING

Regretfully, we have not yet been notified of Oregon's FY 2005 allocation of the STOP Violence Against Women Formula Grant. CJSD advises current STOP grantees to submit an application requesting federal funds similar to your current award. CJSD will notify all currently funded programs of the FY 2005 award as soon as possible and will work with grantees to make any necessary budget amendments.

New competitive law enforcement, prosecution, and court applicants should follow recommended budget guidelines outlined in the respective sections.

Programs will be funded for 12 months beginning July 1, 2005 and ending June 30, 2006.

Applicants that prevail in the competitive application process will be eligible to receive up to an aggregate of five years of funding. During this time, preference will be given to continuation programs; however, it is expected that after the third year of funding, VAWA grant awards will be reduced to 75 percent in the fourth year of funding and 50 percent in the fifth year of funding,

If you received funding for a competitive application in FY 2002, FY 2003, and FY 2004, you are only eligible to request 75 percent of your FY 2004 award for your fourth year of funding. Please refer to page 4 for the award amount to apply for. If you **do not** see your agency name on the list you do not need to adhere to the reduced funding level.

Prosecution Agencies	05 Award	04 Award	03 Award	02 Award
Columbia County District Attorney's Office	\$19,037	\$25,383	\$30,000	\$38,200
Coos County District Attorney's Office	\$23,426	\$31,235	\$32,700	\$32,700
Crook County District Attorney's Office	\$7,331	\$9,775	\$10,000	\$10,000
Department of Justice-Crime Victims Assistance Section-SATF	\$30,011	\$40,015	\$50,466	\$36,000
Lane County District Attorney's Office	\$36,596	\$48,795	\$50,000	\$50,000
Malheur County District Attorney's Office	\$29,278	\$39,038	\$40,000	\$40,000
Marion County District Attorney's Office	\$29,278	\$39,038	\$40,000	\$37,941
Multnomah County District Attorney's Office	\$48,300	\$64,400	\$66,000	\$66,606
Union County District Attorney's Office	\$12,642	\$16,858	\$17,262	\$17,262
Yamhill County District Attorney's Office	\$16,695	\$22,260	\$22,500	\$37,940
Law Enforcement Agencies	05 Award	04 Award	03 Award	02 Award
Columbia County Sheriff's Office	\$25,500	\$34,000	\$32,200	\$32,200
Department of Justice-Crime Victims Assistance Section- SATF	\$30,750	\$41,000	\$20,000	\$33,759
Florence Police Department	\$25,500	\$34,000	\$32,760	\$32,760
Jackson County Sheriff's Office	\$34,345	\$45,794	\$46,250	\$46,600
Salem Police Department	\$39,000	\$52,000	\$50,000	\$50,000
Springfield Police Department	\$17,250	\$23,000	\$23,000	\$22,876
Union County Sheriff's Office	\$30,000	\$40,000	\$37,268	\$37,268
Hillsboro Police Department (WCSO)	\$31,500	\$42,000	\$32,000	\$42,000
Court Programs	05 Award	04 Award	03 Award	02 Award
Oregon Judicial Department- Marion County Court	\$30,051	\$40,068	\$39,586	\$40,971

There is no guarantee that a program will receive funding beyond the current year. Continued grant funding will be dependent on grantee performance, funding availability, and submission of a completed and responsive grant application.

APPLICANT ELIGIBILITY

Applications will be accepted from victim services programs, units of law enforcement, prosecution, and the courts for programs to increase and enhance services to victims of violent crime against women.

THERE ARE NO NEW FUNDS AVAILABLE FOR VICTIM SERVICES PROGRAMS. VICTIM SERVICES PROGRAMS NOT CURRENTLY FUNDED ARE NOT ELIGIBLE TO APPLY FOR A GRANT.

VICTIM SERVICES PROGRAM DEFINED

A victim services program is defined as a non-profit, non-governmental organization that assists domestic violence and / or sexual assault victims, including rape crisis centers, battered women's shelters, and other sexual assault or domestic violence programs, including non-profit, non-governmental organizations assisting domestic violence or sexual assault victims through the legal process.

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is the Office on Violence Against Women's (OVW) policy that faith based organizations that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will

be considered for awards on the same basis as other eligible applicants and, if awarded, will be treated on an equal basis with non faith-based and community organizations grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious charter or affiliation, religious name, or religious composition of its board of directors or persons working in the organization.

PRIORITIES FOR NON-COMPETITIVE VICTIM SERVICES PROGRAMS

PRIORITIES:

1) Provide stabilization of funding to currently funded victim services programs.

2) Earmark a minimum of 25 percent of STOP funds, within each Region, for services to victims of sexual assault.

For non-competitive victim services programs each Region must demonstrate through its combined program descriptions, intended outcomes and performance measures, and budget how a minimum of 25 percent of grant funds will be allocated for sexual assault services. Individual agency applications within each respective Region will not be approved unless the 25 percent minimum has been met for the Region.

It is not necessary that every program in the Region provide sexual assault specific services – only that the Region as a whole has satisfied the minimum 25 percent requirement.

Region Program Directors are encouraged to coordinate their efforts to ensure that no less than 25 percent of their respective regional allocation is awarded to respond to sexual assault.

For VAWA funding, sexual assault services must be specific to adolescents and adults. These funds are not intended to provide services for child abuse or child sexual abuse.

3) Provide services targeted at one or more of the following groups of victims from underserved populations:

- Underserved in relation to culture or language (cultural/ethnic minorities, non-English speaking, migrant farm workers)
- Underserved in relation to physical or mental health limitations (physically/hearing/sight disabled, mentally retarded, diagnosed with mental illness)
- Underserved in relation to age (females over 65)
- Underserved in relation to sexual orientation (lesbians/bisexuals/transgender)
- Other Underserved (rural residence, homeless)

Non-competitive victim services applicants should document one or more of the following services identified in the 1998 Oregon Domestic Violence Needs Assessment and by the Attorney General's Sexual Assault Task Force that will enhance the safety and well being of victims and their children:

- Emergency services (24-hour crisis counseling, shelter/safehome, transportation/accompaniment to hospital)
- Criminal justice/legal services advocacy, legal aid/advice

- Transitional services (case management, housing, financial assistance, transportation, job training)
- Support services (support/education groups, parenting classes, childcare)-
- Lethality assessments and safety plans

PRIORITIES FOR COMPETITIVE LAW ENFORCEMENT PROGRAMS

PRIORITIES:

1) Dedicate funds to victims' advocacy and safety, in collaboration with victim services programs.

2) Earmark a minimum of 25 percent of STOP funds for services to victims of sexual assault.

At least 25 percent of competitive law enforcement funds will be set-aside for services for victims of sexual assault. It is not necessary that every law enforcement applicant provide sexual assault specific services however, proposals that do address sexual assault must clearly designate how sexual assault victims will be served through the program description, intended outcomes, performance measures, and budget detail how grant funds will implement services that respond to sexual assault.

For VAWA funding, sexual assault services must be specific to adolescents and adults. These funds are not intended to provide services for child abuse or child sexual abuse.

3) Provide services targeted at one or more of the following groups of victims from underserved populations:

- Underserved in relation to culture or language (cultural/ethnic minorities, non-English speaking, migrant farm workers)
- Underserved in relation to physical or mental health limitations (physically/hearing/sight disabled, mentally retarded, diagnosed with mental illness)
- Underserved in relation to age (females over 65)
- Underserved in relation to sexual orientation (lesbians/bisexuals/transgender)
- Other Underserved (rural residence, homeless)

Law enforcement must coordinate their efforts with the local domestic/family violence council or sexual assault response team/task force (if one exists) and local victim services program. These funds will be awarded to units of law enforcement to fund programs that improve law enforcement's knowledge of domestic violence, sexual assault and stalking; enhance the delivery of victim services; and provide training to more effectively identify and respond to violent crimes against women.

Some examples of possible law enforcement programs include:

- Developing multidisciplinary teams that include community-based victim advocates
- Developing or revising multidisciplinary protocols and trainings that improve coordinated service delivery response
- Establishing sexual assault response teams (SARTs)

- Providing civil legal assistance
- Specially trained police intervention unit or training programs that improve law enforcement's knowledge of domestic violence, sexual assault and stalking and their ability to provide effective services.
- Specific outreach to underserved populations for example, investigating elder abuse domestic violence or sexual assault crimes.

Training proposals should address most, if not all, of the following topics:

1. Identifying victims, providing information, and making referrals (screening clients for involvement in domestic violence or sexual assault, victim sensitivity and support, community resources and services available for victims)
2. Using the criminal justice/legal system (crime victim's compensation, stalking, domestic violence and sexual assault laws and protocols, primary aggressor laws, protective/ restraining orders, lethality assessments)
3. Responding to immediate crisis (crisis intervention, safety plans)
4. Delivering effective services to underserved populations (including underserved by culture, language, gender, age, disability, mental health, sexual orientation)
5. Responding to sexual assault

Competitive law enforcement applications should anticipate submitting requests between \$25,000-\$50,000.

PRIORITIES FOR COMPETITIVE PROSECUTION PROGRAMS

PRIORITIES:

1) Increase victims' advocacy and safety, in collaboration with victim services programs.

2) Earmark a minimum of 25 percent of STOP funds for services to victims of sexual assault.

At least 25 percent of competitive prosecution funds will be set-aside for services for victims of sexual assault. It is not necessary that every prosecution applicant provide sexual assault specific services however, proposals that do address sexual assault must clearly must clearly designate how sexual assault victims will be served through the program description, intended outcomes and performance measures, and budget detail how grant funds will implement services that respond to sexual assault.

For VAWA funding, sexual assault services must be specific to adolescents and adults. These funds are not intended to provide services for child abuse or child sexual abuse.

3) Provide services targeted at one or more of the following groups of victims from underserved populations:

- Underserved in relation to culture or language (cultural/ethnic minorities, non-English speaking, migrant farm workers)
- Underserved in relation to physical or mental health limitations (physically/hearing/sight disabled, mentally

retarded, diagnosed with mental illness)

- Underserved in relation to age (females over 65)
- Underserved in relation to sexual orientation (lesbians/bisexuals/transgender)
- Other Underserved (rural residence, homeless)

Prosecution is required to coordinate their efforts with the local domestic / family violence council or sexual assault response team / task force (if one exists) and local victim services program. These funds will be awarded to units of prosecution to fund programs establishing or enhancing victim assistance programs, including those for sexual assault victims.

Some examples of possible prosecution programs include:

- Developing or revising multidisciplinary protocols and trainings that improve coordinated service delivery response
- Providing civil legal assistance
- Establishing sexual assault response teams (SARTs)
- Specially trained members of District Attorney's office/Victim Assistance or training programs that improve prosecution's knowledge of domestic violence, sexual assault and stalking and their ability to provide effective services.
- Specific outreach to underserved populations for example, a victim advocate for elder abuse cases.

Training proposals should address most, if not all, of the following topics:

1. Identifying victims, providing information, and making referrals (screening clients for involvement in domestic violence or sexual assault, victim sensitivity and support, community resources and services available for victims)
 2. Using the criminal justice/legal system (crime victim's compensation, stalking, domestic violence and sexual assault laws and protocols, primary aggressor laws, protective/ restraining orders, lethality assessments)
 3. Responding to immediate crisis (crisis intervention, safety plans)
 4. Delivering effective services to underserved populations (including underserved by culture, language, gender, age, disability, mental health, sexual orientation)
 5. Responding to sexual assault
 6. Developing multi-disciplinary teams to respond to domestic violence or sexual assault that include community-based victims services programs
- d) Assessing and addressing victim safety concerns focused in the courthouse.
 - e) Data collection.
 - f) Victim advocacy provided at the court house.
2. **Improving access to court services for underserved populations:**
 - Underserved in relation to culture or language (cultural/ethnic minorities, non-English speaking, migrant farm workers)
 - Underserved in relation to physical or mental health limitations (physically/ hearing/sight disabled, mentally retarded, diagnosed with mental illness)
 - Underserved in relation to age (females over 65)
 - Underserved in relation to sexual orientation (lesbians/ bisexuals/transgender)
 - Underserved in relation to geography (rural residence, homeless)

Competitive prosecution applications should anticipate submitting requests between \$25,000-\$50,000.

PRIORITIES FOR COMPETITIVE COURT PROGRAMS

PRIORITIES:

1) Improving court experience for victims through:

- a) Training for judges and court staff.
- b) Creation of specialized domestic violence dockets or courts.
- c) Review, assessment, and revision of court policies and procedures in protective order proceedings.

Local courts must coordinate their efforts with the local domestic/family violence council or sexual assault task force (if one exists) and local victim services program.

Court applicants must follow the Oregon Judicial Department's Grant and Other Funding Sources Policy prior to submitting their grant application.

VAWA ADVISORY BOARD PRIORITIES

Non-Competitive Victim Services Programs

1. Provide stabilization of funding to currently funded victim services programs.

2. Earmark a minimum of 25 percent of STOP funds, within each Region, for services to victims of sexual assault.
3. Provide services targeted at one or more groups of victims from underserved populations.

Competitive Law Enforcement Programs

1. Dedicate funds to victims' advocacy and safety, in collaboration with victim services programs.
2. Earmark a minimum of 25 percent of STOP funds for services to victims of sexual assault.
3. Provide services targeted at one or more groups of victims from underserved populations.

Competitive Prosecution Programs

1. Increase victims' advocacy and safety, in collaboration with victim services programs.
2. Earmark a minimum of 25 percent of STOP funds for services to victims of sexual assault.
3. Provide services targeted at one or more groups of victims from underserved populations.

Competitive Court Programs

1. Improving court experience for victims through:
 - a) Training for judges and court staff.
 - b) Creation of specialized domestic violence dockets or courts.
 - c) Review, assessment, and revision of court policies and procedures in protective order proceedings.

- d) Assessing and addressing victim safety concerns focused in the courthouse.
- e) Data collection.
- f) Victim advocacy provided at the court house

2. Improving access to court services for underserved populations.

VAWA AUTHORIZED PURPOSE AREAS

To be eligible for funding under the Violence Against Women Act, programs must fall within at least one of 11 authorized Purpose Areas established by Congress:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
2. Developing, training, or expanding units of law enforcement, judges, other court personnel, and prosecutors specifically targeting violence crimes against women, including sexual assault and domestic violence.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communications systems, including computerized systems linking police, prosecution, and the courts or for the purpose of

- identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault, domestic violence, and dating violence.
 6. Developing, expanding, or strengthening programs addressing stalking.
 7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
 8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of the state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
 9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
 10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
 11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

LIMITATIONS ON VAWA FUNDING

In addition to the clear criminal justice purposes for which the Violence Against Women Act was intended, funding for civil justice assistance is allowable. This funding is limited by the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Violence Against Women Act, to situations that bear directly and substantially upon criminal justice matters or are inextricably intertwined with criminal justice matters. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain civil protection orders may be supported.

STOP funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the 11 broad Purpose Areas for which STOP funds may be used.

STOP funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.

Children's services supported with STOP funds must show an inextricable link and be the direct result of providing services for a woman. For example, STOP funds may support the expansion of battered women's shelter services to include programs for children of the battered women residing in the shelter.

For VAWA funding, sexual assault services must be specific to adolescents and adults. These funds are not intended to provide services for child abuse or child sexual abuse. Additionally, STOP funds may not support legal or defense services for perpetrators of violence against women.

FEDERAL AND MATCH REQUIREMENTS

Grant funds may pay up to 75 percent of the total cost of the program. At least 25 percent of the funding (match) must be cash or in-kind services. Beginning in 2003 all grantees were required to provide a 25 percent cash or in-kind match pursuant to 42 U.S.C. § 379gg-1 et seq.

Indian tribes may meet the 25 percent matching requirement by using funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing

law enforcement functions on any Indian lands.

Match and grant funds constitute program funds. Grantees must report on match funds. All conditions that apply to grant funds apply to match funds. All funds designated as match are restricted to the same uses as the STOP Violence Against Women Formula Grant funds and must be expended within the grant period. Grantees must ensure that match is identified in a manner that guarantees its accountability during an audit.

CALCULATING MATCH REQUIREMENT

Grant and match funds make up the total program budget. To calculate the 25 percent match requirement, divide the requested award amount by three. As an example, if you are requesting \$50,000, the required match contribution would equal: $\$50,000 \div 3 = \$16,667$. $\$50,000$ (75 percent grant funds) + $\$16,667$ (25 percent match funds) = $\$66,667$ (100 percent total program funds).

IN-KIND MATCH

The costs of activities attributed as match must be directly related to the project goals and objectives. For example, if half of an advocate's time is supported with grant funds, that advocate must track all of her time to demonstrate that 50 percent of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

In-kind match may include donations of expendable equipment; office supplies; workshop or education and training materials; work space; or the monetary value of time contributed by professional

and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded program. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

Following are some specific examples of possible sources of match for this program:

For grantees:

- If an entity other than the grantee donates office space free of charge to the grantee for the project, the rental value of the space may be used as match. For example, a police department may donate an office to house a victim advocate from a domestic violence shelter. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Programs also may receive short-term donations of space, such as a room to hold a meeting or a training event, which may be used as match.
- The salaries of any employees of the grantee that are working on grant-related purposes but are not paid

with grant funds may be used. For example, a hotline coordinator at a shelter, a police officer or prosecutor working on a sexual assault unit, or other employees could be used as match to the extent that they are not paid by Federal funds.

- If the grantee has a Board of directors or advisory board and the members are not compensated for their time, the time spent by the council members may be used as match. Any other volunteers involved in the project, such as trainers and speakers, pro bono attorneys and other professionals, hotline volunteers, people volunteering to give public presentations about the grantee or about violence against women, volunteers facilitating support groups, and child care volunteers also may be used as match.
- Grantees also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the program. Other examples of donated services may include web space and services, other computer services, legal services, translation services, telephone services and accounting services for the program as well as psychological counseling, job training, medical services, taxi and hotel vouchers, and child care services for victims.

VOLUNTEER HOURS WHILE ON-CALL

The value of the donated service may not exceed the rate your agency would pay an employee to provide the same level of service. For example, if two advocates provide the same service, but

one is paid and the other is a volunteer, you could use the same rate per hour for the volunteer that you pay your employee.

Similarly, if two advocates are considered “on-call” or carry a pager or cell phone, and provide a service as needed, you could use the same rate per hour for the volunteer that you would pay your employee for providing the same service. You may use the rate your agency would pay an employee to be on-call, or for carrying a pager, or cell phone.

However, if your agency does not pay employees to be on-call, or to carry a pager or cell phone, then you would use the “going rate” in your area, for that service. Please check with other agencies in your area to determine what rate they pay their employees for providing an equivalent service.

SUPPLANTING

Federal funds must be used to supplement, not supplant, existing program funds. Neither grant nor match funds may replace funds that have already been appropriated, or would otherwise be available, for this grant program.

NON-COMPETITIVE VICTIM SERVICES PROGRAM APPLICATION FORMAT

Non-competitive victim service programs are only required to provide a **brief** (no more than five pages) program and budget update of their currently funded project.

COVER SHEET

The cover sheet provides identifying information and must be completed in full as shown on page 23.

PROGRAM NARRATIVE

Part One: *Review of Progress Made*

Provide the following information:

- a) Describe the progress made by the program to date.
- b) Include the number of victims served and how the program provided services to the identified target population.
- c) Respond specifically to how well the program met the goals, objectives, and performance measures identified in the initial application.

Part Two: *Program Description*

Provide a **brief** summary of the program including program activities and operations paid in full, or in part, with VAWA grant funds.

- a) Identify the target population(s) for the proposed program and the anticipated number of clients to be served. If you are proposing to address underserved populations, identify the targeted underserved population.
- b) Identify proposed changes to the program or target population.

Part Three: *Program Goals, Objectives, and Performance Measures*

Provide qualitative and quantitative information identifying the goals, objectives, and performance measures for the specific program paid in full, or in part, with VAWA funds.

Part Four: Program Budget / Budget Narrative

The budget should be formatted as shown on page 27. Show all funds including match funds. The budget must show how item costs were calculated. Include a budget narrative for each item, where appropriate, that describes the need for the item and how it ties in to the proposed program.

In general, equipment or furniture expenses will not be approved unless a compelling need is demonstrated. Out-of-state travel must be accompanied by justification documenting how the travel is essential to the program, the availability of in-state vs. out-of-state training and an assurance that information obtained at the conference will be shared with additional staff from the agency and with other agencies involved in the project.

COMPETITIVE LAW ENFORCEMENT, PROSECUTION, AND COURT PROGRAMS APPLICATION FORMAT

Applications must not exceed 15 pages, exclusive of the cover sheet, Certification Form, and appendices. Appendices must not exceed five pages in total however; no part of the Program Narrative Section may be submitted as an appendix.

Applications must be on single-sided, 8½ by 11-inch paper, double-spaced, with one-inch margins, and presented in a standard 12-point typeface.

Your application will be disqualified if it is not in the specified format.

COVER SHEET

The cover sheet provides identifying information and must be completed in full as shown on page 23.

PROGRAM NARRATIVE

Part One: Review of Progress Made (10 points)

For programs applying for continuation funding (from FY 2004) provide the following information:

- d) Describe the progress made by the program to date.
- e) Include the number of victims served and how the program provided services to the identified target population.
- f) Respond specifically to how well the program met the goals, objectives, and performance measures identified in the initial application.

Part Two: Program Description (25 points)

Provide detailed narrative information describing the proposed program including program activities and operations paid in full, or in part, with VAWA grant funds.

- c) Describe the community in which the agency exists. This includes demographic data in your community, community resources, a description or profile of underserved populations and the clients traditionally served by your agency.
- d) Identify the target population(s) for the proposed program and the anticipated number of clients to be served. If you are proposing to address underserved populations, identify the targeted underserved population.
- e) Describe how the program will ensure that services are culturally

appropriate and how the service(s), training, or outreach and delivery of services to an underserved population will be developed and implemented.

- f) Describe who will implement the program, including the training and experience of existing (or intended) program staff.

Part Three: Addresses Priority (15 points)

Describe how this program addresses an identified VAWA Board priority on pages 9 and 10. If the proposed program does not address an identified priority leave this section blank.

Part Four: Program Goals, Objectives, and Performance Measures (25 points)

Provide qualitative and quantitative information when you identify the goals, objectives and performance measures for the specific program paid in full, or in part, with VAWA funds.

Goals are general statements of what your program hopes to accomplish. Objectives are the specific, measurable changes your agency intends to bring about. Grant applications must contain specific, measurable objectives. Objectives should be realistic, obtainable and stated in terms of results.

Performance measures are indicators that determine whether the objective has been met. Performance measures should include both output measures and short-term outcome measures. Output measures address results related to staff activities including the number and demographic characteristics of clients served, services delivered, and frequency, duration and timing of services provided.

Outcome measures focus on what changes in participants' lives as a result of the program. Short-term outcome measures address the immediate results for clients of services delivered by your program. Each objective should have at least one corresponding output measure and short-term outcome measure. Examples of goals, objectives, and performance measures are provided on page 18.

SEE EXAMPLES ON PAGE 18 and use this format in describing your goals, objectives, and performance measures. These are provided as examples only. Your specific goals, objectives and performance measures will depend on your program narrative.

Part Five: Program Budget / Budget Narrative (10 points)

The budget should be formatted as shown on page 27. Show all funds including match funds. The budget must show how item costs were calculated. Include a budget narrative for each item, where appropriate, that describes the need for the item and how it ties in to the proposed program.

In general, equipment or furniture expenses will not be approved unless a compelling need is demonstrated. Out-of-state travel must be accompanied by justification documenting how the travel is essential to the program, the availability of in-state vs. out-of-state training and an assurance that information obtained at the conference will be shared with additional staff from the agency and with other agencies involved in the project.

Part Six: Collaboration (15 points)

Collaboration is a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve results they are more likely to achieve together than alone.

Membership in a particular entity does not in itself demonstrate collaboration.

Local applicants must describe the collaboration with appropriate agencies including, but not limited to, local domestic violence and/or sexual assault program(s), law enforcement, court, or prosecution. Statewide applicants must include documentation demonstrating collaboration with appropriate agencies including, but not limited to, domestic violence and/or sexual assault programs, law enforcement, court, or prosecution on a statewide level. This documentation must detail how the agencies have been collaborating and what steps will be taken to ensure continued on-going partnership. Letters of support are not required however, they cannot replace certification form.

The description must include:

1. A detailed account of the history of collaboration.
2. A description of how agencies collaborate in general and/or on this specific project.
3. A statement of how the partnership will be sustained by each of the collaborators.

Documentation in the form of narrative information regarding the efforts made to obtain support, and / or problems encountered while obtaining or sustaining support may be substituted as good faith efforts to achieve collaboration.

In addition to the description of collaboration, applicants must satisfy the following certification requirements.

Where a local domestic or family violence council or sexual assault response team/task force exists, local applicants must also include a completed Local Applicant Documentation of Collaboration Form (Form #1), signed by the Chair or other member of the local Council or Task Force, as shown on page 24.

(pass/fail)

Statewide applicants must include a completed Statewide Applicant Documentation of Collaboration and Certification Form (Form #2) signed by the applicant's primary collaborators on this proposal, as shown on page 25.

(pass/fail)

Project Collaboration and Certification Form (Form #3) must be completed when applicants are collaborating on a specific project, as shown on page 26.

(pass/fail)

In all cases, the individual signing the Certification Form may not be from the applicant agency

Applications omitting the required documentation of collaboration and certification will not be considered for funding.

EXAMPLE PERFORMANCE MEASURES

VAWA FUNDED POSITION	GOALS	OBJECTIVES	PROCESS/OUTPUT	SHORT-TERM OUTCOMES
.5 FTE Victim Advocate	To increase the safety of domestic violence and/or sexual assault victims.	1. To increase victims' knowledge of domestic violence and/or sexual assault resources through the provision of support group services. 2. To continue providing shelter services.	1a. 15 victims will attend support groups. 1b. 24 support groups will be provided. 2a. 20 victims will stay at shelter. 2b. on average the victim will stay in shelter 7 days.	1. Pre/post survey changes in victims' knowledge of domestic violence and/or sexual assault resources in the community. 2a. Victims' evaluation of the effectiveness and usefulness of shelter services in increasing their safety. 2b. Victim satisfaction with shelter services.
1 FTE Sexual Assault Training Coordinator	To increase access to the system for sexual assault survivors	1. To increase the effectiveness of sexual assault first responders through cross-training	1. 60 professionals will be trained.	1. Pre/post survey changes in first responder's knowledge of sexual assault

Example

APPLICATION DUE DATE

One original and 15 copies (16 total) of the application must be **received** to the Criminal Justice Services Division no later than 5:00 P.M., **May 9, 2004**.

Applicants are fully responsible for the timely delivery of the original and 15 copies of the grant application to CJSD. Late applications will not be accepted.

Mailing and Hand-Delivery Address

**Criminal Justice Services Division
Oregon Office of Homeland
Security
4760 Portland Road NE
Salem, Oregon 97305
Phone: (503) 378-4145**

CRITERIA FOR THE REVIEW OF APPLICATIONS

CJSD will conduct an initial review of applications to determine whether the proposal meets the RFP minimum qualifications. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive. Applications will be deemed non-responsive for the following reasons:

1. Late applications. The original and 15 copies of the application must be **received** by 5:00 PM, **May 9, 2005**.
2. Excessive page length or incorrect format.
3. Missing or incomplete Cover Sheet or Program Narrative Section (see pages 14-17).
4. Lack of required description of collaboration and Certification Form (see page 17).

Only those applications determined as being responsive to the minimum qualifications will be considered for further evaluation.

CJSD will conduct a comprehensive, fair, and impartial evaluation of the responses received to this solicitation. The VAWA Advisory Board will evaluate the proposals and will make recommendations to CJSD staff for referral to the Governor who will then make final award decisions.

MONITORING AND EVALUATION

CJSD monitors each program to assure the grantee is operating the program as agreed, that the grantee is working towards its objectives, and that the grantee is following appropriate fiscal procedures. Monitoring includes on-site visits and desk reviews that are intended to provide technical assistance and program development guidance.

CJSD has contracted with an external agency to provide technical assistance to enhance evaluation capacity of grantees. All grantees will be required to participate in the evaluation and assessment process.

PROGRESS REPORTS

Grantees must submit quarterly and annual progress reports to CJSD.

The Quarterly and Annual Progress Reports should include the following information:

- The number of individuals served, detailing the nature of victimization
- The number of individuals seeking services who could not be served
- The number of sexual assault examiners trained
- The number of arrests, and a percentage of arrests out of the total

police responses (domestic violence, sexual assault, and stalking)

- The number of grant funded positions by type of position, i.e., victim advocate, law enforcement officer, prosecutor, etc.
- Demographic information on persons served including data on age, sex, relationship of victim to offender, geographic distribution, race, ethnicity, language, disability, and the membership of persons served in any underserved population.

The Violence Against Women Act of 2000 requires subgrantees to report on the effectiveness of the activities carried out with grant funds. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women requires all STOP subgrantees to complete an Annual Progress Report. This report can be found at the following website:

<http://muskie.usm.maine.edu/vawamei>

REQUESTS FOR REIMBURSEMENT

Reimbursements will only be made for actual expenses. Reimbursements will be made on a quarterly basis unless otherwise agreed between CJSD and the grantee. All requests for reimbursement must include supporting documentation to substantiate claimed expenses.

Reimbursements are made only for goods or services identified in the grant budget and purchased during the grant period. Payments may be withheld if the quarterly Progress Report has not been submitted.

CJSD deobligates unspent funds at the close of the grant period. Deobligated funds are awarded to other applicants.

REPORTING DUE DATES

Progress Reports and Requests for Reimbursement are due on the following dates:

<u>Quarter</u>	<u>Date Due</u>
January 1–March 31	April 30
April 1–June 30	July 31
July 1–September 30	October 31
October 1–December 31	January 31
Annual Report	February 15

DRUG-FREE WORK PLACE, DEBARMENT, AND LOBBYING

Grantees must agree to certain conditions required by federal law: maintenance of a drug-free workplace; prohibition against allowing persons debarred or suspended from receiving grant funds; and, prohibition from using funds for lobbying Members of Congress.

CIVIL RIGHTS COMPLIANCE

All recipients of federal grant funds are required to comply with non-discrimination requirements contained in various federal laws including Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq. (prohibiting discrimination in programs or activities on the basis of race, color, and national origin); Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c)(1) (prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, and gender); Section 504 of the Rehabilitation Act of

1973, 29 U.S.C. § 794 et seq. (prohibiting discrimination in employment practices or in programs and activities on the basis of disability); Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131 (prohibiting discrimination in services, programs, and activities on the basis of disability); The Age Discrimination Act of 1975, 42 U.S.C. § 6101-07 (prohibiting discrimination in programs and activities on the basis of age); and Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 et seq. (prohibiting discrimination in educational programs or activities on the basis of gender).

SERVICES to LIMITED ENGLISH-PROFICIENT PERSONS

National origin discrimination includes discrimination on the basis of Limited English Proficient Persons (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting OJP's Office for Civil Rights at (202) 307-0690.

In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of OJP.

FAILURE TO COMMENCE PROGRAM

If a program is not operational within 60 days of the effective date of the grant, the grantee must report to CJSD the steps it has taken to initiate the program, the reasons for the delay, and the expected starting date. If the program is not operational within 90 days of the effective date, CJSD may cancel the grant.

SUSPENSION or TERMINATION of FUNDING

The Criminal Justice Services Division may suspend funding in whole or in part, terminate funding, or impose another sanction on a VAWA recipient for any of the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the STOP Violence Against Women Formula Grant Program guidelines
- Failure to make satisfactory progress toward the goals and objectives set forth in the application.
- Failure to adhere to the requirements of the grant award.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected.
- Failing to comply substantially with any other applicable federal or state statute, regulation, or guideline.

Before imposing sanctions, the Criminal Justice Services Division will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally.

UNALLOWABLE COSTS*

In addition to the limitation on the use of VAWA funds as described on pages 11 and 12, funds may not be budgeted or used for the following items:

1. Costs for mental health or drug and alcohol counseling will be discouraged unless a compelling need is demonstrated.
2. Office furniture and personal computers will be discouraged unless a compelling need is demonstrated.
3. Meals not associated with overnight travel. An exception is made for breakfast and dinner as long as the employee is on travel status for a minimum of two hours before the beginning of their regularly scheduled work shift or after the end of their regularly scheduled work shift.
4. Meals provided at conferences or training seminars.
5. Tips, meal service or related items (i.e., napkins, plates, forks, spoons, and knives) beverages, snacks, candy, food items or bar charges.
6. Entertainment, honoraria, gifts, gift certificates, movies, arcades, recreation, sporting events, gift cards, birthday and holiday items.
7. Fund raising campaigns, endowment drives, or solicitation of gifts and bequests.
8. Personal items such as makeovers, membership dues, flowers, cards, social events or promotion of church attendance.
9. Indirect costs. (An exception is made for Native American tribal governments with a federally approved indirect cost rate.)
10. Grantwriting.
11. Land acquisition.
12. Visas or passport charges.
13. Compensation to federal employees.
14. Bonuses or commissions.
15. Military-type equipment such as armored vehicles, explosive devices, and other types of hardware excluding automatic weapons.
16. Vehicles.
17. Acquisition or construction of non-penal or correctional buildings.
18. Lobbying or attempts to influence members of Congress, the Oregon Legislature, City Councils, County Commissions, or other legislative bodies.
19. Corporate formation.
20. Interest, interest on non-bearing items, or the cost of money.
21. Laundry charges.
22. Expenses related to the maintenance or sale of forfeited or seized property.
23. Stipends or incentives.
24. Late fees or finance charges.

*CJSD reserves the right to modify the list of unallowable costs as necessary.

FY 2005 STOP VIOLENCE AGAINST WOMEN FORMULA GRANT COVER SHEET

Program title: _____

Administering agency: _____

Previous grant number(s): _____

Federal funds requested: \$ _____ Domestic Violence (DV): \$ _____

Required minimum match: \$ _____ Sexual Assault (SA): \$ _____

Total: \$ _____ DV and SA: \$ _____

Program start date: July 1, 2005

Program end date: June 30, 2006

Applicant Program Agency: _____

Address: _____

Program Director/Phone number:

_____/((____))_____

e-mail address _____ Fax number: (____)_____

Program Contact/Phone number:

_____/((____))_____

e-mail address _____ Fax number: (____)_____

Fiscal Contact/Phone number:

_____/((____))_____

VAWA Authorized Purpose Area addressed by program: (refer to pages 10 and 11):

1 2 3 4 5 6 7 8 9 10 11

Oregon VAWA Advisory Board Priorities (refer to pages 9 and 10):

Administering Agency Federal Tax Identification Number: _____

Authorized official for the applicant Agency: _____

Signature of authorized official: _____

2005 VAWA BUDGET EXAMPLE

Sample Organization 123 ABC St Sample City, OR, Zip Point of Contact and Phone Number	VAWA Budget : July 1, 2005 thru June 30, 2006			
	FY 2005 Budget			
	VAWA FUNDS	MATCH FUNDS	MATCH TYPE	TOTAL FUNDS
Personnel				
#1) .25 FTE Sexual Assault Advocate				
Salaried - (\$1560/mo x 12 mo x .25 fte)	\$4,680			\$4,680
Benefits @ 10.65% (7.65%FICA/MED, 3% SUI)	\$498			\$498
#2) .25 FTE Domestic Violence Advocate				
Hourly - 10hrs/wk x \$52 wks = 520 hrs/yr x 9/hr	\$4,680			\$4,680
Benefits @ 10.65% (7.65%FICA/MED, 3% SUI)	\$498			\$498
#3) Volunteers- (486 hrs/yr x \$9/hr)		\$4,374	IK	\$4,374
Total Personal Services	\$10,356	\$4,374		\$14,730
Travel/Conferences/Training				
DV/SA advocate mileage (100 mi/mo x 12 mo x ___/mi)	\$180			\$180
OCADSV Conference (150 miles, 2 nights lodging, 6 months)	\$240			\$240
Total Travel	\$420			\$420
Supplies (paper, pens, envelopes, stamps)	\$110			\$110
Contractual Services-				
Support group facilitator (\$35/hr x 2 hrs/wk x 52 wks)	\$3,640			\$3,640
Administrative Costs- not to exceed five percent of budget				
Bookkeeper (1 hr/wk x 52 wks = 52 hrs/yr x \$9/hr)		\$468	C	\$468
Other(Describe)				
TOTAL EXPENDITURES	\$14,526	\$4,842		\$19,368

Of the three examples given for personnel, please select the one that works best for your agency budget

List source(s) of match (state funds, United Way, volunteer hours, etc.):

Note - If CJSD agrees to fund a Grant that includes contractual services, the agency must provide a copy of the signed contract(s).

IMPORTANT: The dollar amounts and timelines listed above must be consistent with those on the Cover Sheet and Budget Narrative.

2005 VAWA BUDGET PAGE

ORGANIZATION NAME	VAWA Budget: July , 2005 thru June 30, 2006			
	FY 2005 Budget			
	VAWA FUNDS	MATCH FUNDS	MATCH TYPE	TOTAL FUNDS
Personnel (List positions and calculations)				
Volunteers (include hours and rate/hr)				
Total Personal Services				
Equipment (List)				
Travel/Conferences/Training (specify)				
Supplies (list types)				
Contractual Services (List)				
Rent/Utilities (List)				
Administrative Costs (List)				
TOTAL EXPENDITURES				

Of the three examples given for personnel, please select the one that works best for your agency budget
Please refer to page 27 for Budget Example.

List source(s) of match (state funds, United Way, volunteer hours, etc.):

Note - If CJSD agrees to fund a Grant that includes contractual services, the agency must provide a copy of the signed contract(s).

IMPORTANT: The dollar amounts and timelines listed above must be consistent with those on the Cover Sheet and Budget Narrative.

BUDGET CATEGORY DEFINITIONS

PERSONNEL SALARIES

List each position by title, percentage of time devoted to the program or FTE, annual salary/hourly rate, fringe benefits and payroll taxes.

CONTRACTUAL/CONSULTANT SERVICES

Provide a brief description of the services to be provided and the hourly/daily rate and estimated time on program. Consultant fees in excess of \$450/day must receive prior approval.

RENT AND UTILITIES

Identify by type (rent, telephone, pager, janitorial services) and monthly rate.

SUPPLIES

Generally, supplies are items that have a useful life less than one year. List supplies by item, quantity, and unit cost.

TRAVEL/TRAINING/ CONFERENCES

Travel costs may not exceed five percent. Itemize travel expenses such as conference registration fees, meals (or per diem), lodging, airfare, mileage, tolls, commercial transportation, and parking fees. Make sure travel expenses are documented in sufficient detail (dates/times/receipts/brief description of the purpose of the trip and for how many people). ***Be sure to obtain prior approval for out-of-state travel. Travel/Training/ Conferences must not exceed five percent of the total budget unless it is a core component of your program.***

ADMINISTRATIVE COSTS

Administrative costs may not exceed five percent and will be approved on a case-by-case basis. Specify costs such as accounting, payroll, evaluation, etc.

OTHER EXPENSES

Itemize expenses that do not readily fit into any of the other budget categories (direct client services)