

**STOP Violence Against Women Formula Grant Program
FISCAL YEAR 2006 REQUEST for PROPOSALS**

APPLICATION INSTRUCTIONS AND REQUIREMENTS

**Non-Competitive Request for Proposals
from Victim Services Programs**

**CRIMINAL JUSTICE SERVICES DIVISION
OREGON OFFICE OF HOMELAND SECURITY
4760 PORTLAND ROAD NE
SALEM, OREGON 97305
(503) 378-4145**

APPLICATION DUE DATE: June 8, 2006

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State of Oregon
Fiscal Year 2006-2007 Non-competitive Grant Program
REQUEST FOR PROPOSALS

STOP Violence Against Women Formula Grant Program

Introduction

The Criminal Justice Services Division (CJSD) of the Oregon Office of Homeland Security announces the availability of \$1,794,000 in STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant funds to be distributed during fiscal year 2006-2007 for the purpose of funding 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 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.

VAWA Allocations

VAWA guidelines specify that law enforcement and prosecution each receive 25 percent of the state's award, nonprofit nongovernmental victim services receives 30 percent plus the state's 15 percent discretionary set-aside, and 5 percent is allocated for state and local courts including juvenile courts.

Amount and Duration of Funding

Of the \$1,794,000 in available grant funds, \$709,943 will be non-competitively distributed among victim services programs.

All programs will be funded for a 12-month period beginning July 1, 2006 and ending June 30, 2007. There is no guarantee that a program will receive funding beyond the current year. Continued grant funding will be dependent on grantee performance, compliance with state and federal requirements, funding availability, and the submission of a completed and responsive grant application.

Applicant Eligibility

Applications will be accepted from non-profit, non-governmental victim services programs to increase and enhance services to victims of violent crime against women. Victim services

programs are 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.

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

Application Due Date

One original and five copies of the application must be **received (not post-marked) by 5:00 PM Thursday, June 8, 2006**. Only materials included as part of the application will be considered in the review process. Late applications or additions to an original application to meet the grant program guidelines will not be accepted. Neither facsimiles nor email submissions will be accepted. The postal mail and hand-delivery address is:

**STOP Violence Against Women
Formula Grant Program**

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

Changes to VAWA Statute

Several significant changes were made to the VAWA statute via the Violence Against Women and Department of Justice Reauthorization Act of 2005, which was signed into law on January 5, 2006.

First, three new statutory purpose areas were added to enhance judicial and law enforcement tools to combat violence against women:

1. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
2. Supporting the placement of special victim assistants (to be known as 'Jessica Gonzales Victim Assistants')

in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:

- a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized.
 - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency.
 - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services).
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
3. Provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and state, tribal, territorial, and local

governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:

- a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as 'Crystal Judson Victim Advocates,' to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel.
- b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police ('Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project' July 2003)).
- c. the development of such protocols in collaboration with State, tribal, territorial and local victim service providers and domestic violence coalitions. Any law enforcement, State, tribal, territorial, or local government agency receiving funding under the Crystal Judson

Domestic Violence Protocol Program shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol.

Second, the statute allows the use of STOP funds to pay for forensic medical exams if they are performed by trained examiners for victims of sexual assault and the State, Indian tribal government, or local government does not require victims of sexual assault to seek reimbursement for the exam from their insurance carriers.

Agencies may not require sexual assault victims to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic exam, reimbursement for the cost of the exam, or both.

Third, it requires the State to certify that not later than three years after the date of enactment (January 5, 2006), its laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal,

state, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to an examination shall not prevent the investigation, charging, or prosecution of the offense.

Fourth, it requires the State to certify that its judicial administrative policies and practices include notification to domestic violence offenders of federal, state, or local gun laws.

Finally, of the required 30 percent allocation for nonprofit, nongovernmental victim services programs, 10 percent must go to culturally specific, community-based organizations.

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.

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

As previously mentioned, new statutory provisions require that 10 percent of the victims services allocation go to culturally specific, community-based organizations. Individual agency applications will not be approved unless the combined Regions have met the 10 percent minimum requirement.

It is not necessary that every program in the Region provide culturally specific services – only that the combined efforts of the Regions satisfy the minimum 10 percent requirement.

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 and Activities That May Compromise Victim Safety

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.

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.

Ensuring victim safety is the guiding principle underlying The STOP Violence Against Women Formula Grant Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs.
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault.
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.

- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- Placement of batterers in anger management programs.
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

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

Application Contents

1. Cover Sheet

Identifying information must be provided using the Cover Sheet format on page 18. This sheet must be completed in full and placed at the beginning of the proposal.

2. Program Narrative

Part One: Review of Progress Made

For programs applying for continuation funding (from FY 2005) provide the following information:

- a) Restate your FY 2005 VAWA grant program goals and objectives.
- b) Identify the number of victims the program served.
- c) Specify whether your program met or will meet its target outputs for the FY 2005 VAWA Grant period. If not, explain why.
- d) Describe the activities and services your program provided to victims between July 1, 2005 and March 31, 2006.
- e) Describe changes to your agency and / or staff in the last year including significant changes in the community served by your program.

Part Two: Program Description

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

- a) Describe the community in which the agency exists. This includes demographic data in your

Application Instructions and Requirements

Application Length and Format

A full application will be required every other year with an update required in the alternate year. A full application is required this year.

	2004	2005	2006	2007
Full Application	X		X	
Application Update		X		X

Applications must not exceed 15 pages, exclusive of the Cover Sheet, Budget Worksheet(s), 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 submitted on single-sided, 8½ x 11-inch paper, using one-inch margins, and typed double-spaced with a standard 12-point font.

community, community resources, a description or profile of underserved populations and the clients traditionally served by your agency.

- b) 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 or culturally specific populations, identify the targeted population.
- c) 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 or culturally specific population will be developed and implemented.
- d) Describe who will implement the program, including the training and experience of existing (or intended) program staff. Include job descriptions in the application for all staff providing services for this grant.
- e) If volunteers will be used to provide services for the proposed program, provide specific job duties and services that will be performed. Include job descriptions and the rate of pay that is equivalent to staff that may perform the same duties.

Part Three: Program Goals, Objectives, and Performance Measures

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.

Identify the goals, or what the program is intended to accomplish and for which target population(s). The goals must be

consistent with the statutory Purpose Areas.

Identify the objectives, or the specific, measurable changes your agency intends to bring about. Objectives should be realistic, obtainable, and stated in terms of results. Each objective should have at least one corresponding output measure and short-term outcome measure.

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.

Examples of goals, objectives, and performance measures are provided on page 13. Use this format to present your goals, objectives, and performance measures. These are provided as examples only. Your specific goals, objectives, and performance measures will depend on your program activities.

Part Four: Program Budget / Budget Narrative

The budget should be formatted as shown on page 25. 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 program.

In addition to the budget and budget narrative for this application, applicants should submit a victim services revenue summary for the organization providing services for this grant. Refer to the 2005 and 2006 Organization / Program Revenue provided on page 22.

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 in the form of cash or in-kind services.

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.

EXAMPLE PERFORMANCE MEASURES

VAWA FUNDED POSITION	GOALS	OBJECTIVES	PROCESS/OUTPUT	SHORT-TERM OUTCOMES
.5 FTE Victim Advocate	Increase the safety of domestic violence and / or sexual assault victims.	<ol style="list-style-type: none"> 1. Increase victims' knowledge of domestic violence and/or sexual assault resources through the provision of support group services. 1. Continue providing shelter services. 	<ol style="list-style-type: none"> 1a. 15 victims will attend support groups. 1b. 24 support groups will be provided. 2a. 20 victims will stay at shelter. 2b. Victim will stay in shelter an average of 7 days. 	<ol style="list-style-type: none"> 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	Increase access to the system for sexual assault survivors	<ol style="list-style-type: none"> 1. Increase the effectiveness of sexual assault first responders through cross-training 	<ol style="list-style-type: none"> 1. 60 professionals will be trained. 	<ol style="list-style-type: none"> 1. Pre / post survey changes in first responder's knowledge of sexual assault

Example

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 five copies of the application must be **received** (not post-marked) by **5:00 PM, Thursday June 8, 2006**.
2. Excessive page length or incorrect format.
3. Missing or incomplete Cover Sheet or Program Narrative Section (Parts One to Four).

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

The VAWA Advisory Board will assist CJSD in making grant award recommendations. All applications that are deemed responsive to the guidelines will be scored by CJSD and members of the Advisory Board. The grant award recommendations will be forwarded 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.

Progress Reports

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, grantees will be required to complete a quarterly and annual Progress Report. The reporting form and instructions can be found at: <http://muskie.usm.maine.edu/vawamei/ormstop.htm>

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 or annual 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).
- 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 limitations on the use of VAWA funds as described on page 7, 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 2006-2007 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: \$ _____

Culturally specific services: \$ _____

Total DV + SA + CS: \$ _____

Program start date: July 1, 2006

Program end date: June 30, 2007

Applicant Program Agency:

Address:

Program Contact/Phone number:

_____/((____))_____

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

Fiscal Contact/Phone number:

_____/((____))_____

Circle the VAWA Authorized Purpose Area(s) addressed by program: (refer to pages 5-6)

1 2 3 4 5 6 7 8 9 10 11

Restate Oregon VAWA Advisory Board Priority this program addresses (refer to page 4):

Administering Agency Federal Tax Identification Number: _____

Authorized official for the applicant Agency: _____

Signature of authorized official: _____

2006 VAWA BUDGET EXAMPLE

Sample Organization 123 ABC St Sample City, OR, Zip Point of Contact and Phone Number	VAWA Budget: July 1, 2006 thru June 30, 2007			
	FY 2006 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 meals)	\$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 C.J.S.D. agrees to fund 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.

2006 VAWA BUDGET PAGE

ORGANIZATION NAME	VAWA Budget: July 1, 2006 thru June 30, 2007			
	FY 2006 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 Budget Example.

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

Note - If CJSD agrees to fund 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)

2005 and 2006 ORGANIZATION / PROGRAM REVENUE

PLEASE PROVIDE THE AMOUNTS AND SOURCES OF FUNDING (REVENUE) ALLOCATED TO **VICTIM SERVICES**, BASED ON PROGRAM'S PREVIOUS, AND CURRENT, FISCAL YEAR BUDGETS.

	SOURCE	PREVIOUS FISCAL YEAR REVENUE AMOUNT	CURRENT FISCAL YEAR BUDGET AMOUNT
	FEDERAL (excluding STOP VAWA)		
	VAWA FUNDS		
	STATE		
	LOCAL GOVT. FUNDS		
	OTHER SOURCES		

A fiscal year is the 12-month period that coincides with an organization's budget and financial cycle. A fiscal year may match a calendar year, but it usually differs. For example, the Federal fiscal year is from October 1 through September 30; the State of Oregon fiscal year is from July 1 through June 30. The information provided in the Previous Fiscal Year column should be the victim service revenue collected during the agency's fiscal year ending in 2005. The information in the Current Fiscal Year column should be a budget forecast of the funds the agency expects to collect for victim services during the agency's fiscal year ending in 2006.