

OREGON DEPARTMENT OF JUSTICE



2025 - 2026

**Victims of Crime Act (VOCA)
Criminal Fine Account (CFA)**

**Non-Competitive Program Grant
Request for Application (RFA)**

Applications Due: August 25th, 2025

Attorney General Dan Rayfield
Oregon Department of Justice
Crime Victim and Survivor Services Division
1162 Court Street NE
Salem, OR 97301-4096

GRANT OPPORTUNITY SUMMARY

Opportunity Type:	Victim of Crime Act (VOCA) Non-Competitive and Criminal Fines Act (CFA) funds. For the purpose of this RFA, this grant opportunity will be referred to as the VOCA CFA GRANT .
RFA Release Date:	July 21, 2025
RFA Deadline:	APPLICATIONS DUE: August 25 th , 2025, by <u>4:59pm</u> PDT.
Award Period:	October 1, 2025 – September 30, 2026
Number of Grants:	38
Matching Requirement:	The required 25% match will be waived through September 30, 2026. CFA award does not require matching funds
E-Grants Initiation:	Applications will be <i>initiated, completed, and submitted</i> by the applicant.
Application Teleconference Calls:	July 24 & July 30. See page 6 for details
ODOJ CVSSD Contact Information	Oregon Department of Justice Crime Victim and Survivor Services Division 1162 Court Street NE Salem, Oregon 97301-4096 Main Office: 503-378-5348 CVSSD Email: cvssd@doj.oregon.gov Webpage: https://www.doj.state.or.us/crime-victims/

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[View Forms Menu Page](#) of the VOCA-CFA Application.

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SECTION I: RESOURCES FOR THIS APPLICATION

Resources for Request for Applications (RFA)

Throughout this document, the Oregon Department of Justice Crime Victim and Survivor Services Division is referred to as ODOJ CVSSD. The 2025-2026 VOCA Criminal Fine Act Grant Funds Request for Applications is referred to as the 'VOCA CFA' or the 'RFA'.

The ODOJ CVSSD E-Grant Application Instructions provide guidance for each line item in the application. The Instructions can be found on the landing page or the Forms Menu in the E-Grants VOCA CFA Application Menu.

The ODOJ CVSSD E-Grant Applicant User Guide answers questions about navigating the system. The Guide can be found at doj.state.or.us/wp-content/uploads/2022/08/E-Grants_Applicant_User_Guide.pdf

New to E-Grants? Watch a recorded training webinar about E-Grants.

- <https://youtu.be/zwWWrjk7ND8> (E-Grants Training with ASL)
- <https://youtu.be/wimmAQyzUMw> (E-Grants Training without ASL)

VOCA Guidelines are posted in the top section of "View Forms" in the VOCA-CFA Application Menu.

VOCA Allowable & Unallowable Costs are referenced in the VOCA Handbook and ODOJ CVSSD Website. They are also located on the application menu.

Amendments to the Application

ODOJ CVSSD may amend this 2025-2026 VOCA CFA Request for Applications. Amendment(s) are on the Application Menu, directly below "Request for Applications".

Applicants are responsible to enter and save all application information in the ODOJ CVSSD E-Grants system. ODOJ CVSSD accepts no responsibility for applicants who miss or fail to provide information in the VOCA-CFA Application and the E-Grants system.

Applicants may submit formal requests for clarification of a provision in this RFA. Requests must be submitted by email or telephone to one of the Fund Coordinators listed above. Requests must be received by **August 4th, 2025**, to be considered. ODOJ CVSSD will promptly respond to each formal request for clarification. Formal requests for clarifications received after this date may or may not receive a response based on the sole discretion of ODOJ CVSSD. ODOJ CVSSD may also informally respond to applicants' questions with responses that do not affect the provisions of the 2025-2026 VOCA-CFA Application.

VOCA CFA Application Teleconference Schedule

Applicants are strongly encouraged to attend one of the two teleconference/on-line sessions listed below. Applicants may choose either date. No registration is necessary.

Date	Time	Link
July 24, 2025 Thursday	10:00am – 11:30am	Join ZoomGov Meeting #1 https://www.zoomgov.com/j/1602215329?pwd=UiHoJ0nnmEC2xaUVea9LSvatitDLio.1 Meeting ID: 160 221 5329 Passcode: 735862 --- One tap mobile +16692545252,,1602215329#,,,,*735862# US (San Jose) +16692161590,,1602215329#,,,,*735862# US (San Jose)
July 30, 2025 Wednesday	1:30pm – 3:00pm	Join ZoomGov Meeting #2 https://www.zoomgov.com/j/1600015777?pwd=SDVOb9jzD29W6lUmZ0jByyVlqhu8VT.1 Meeting ID: 160 001 5777 Passcode: 096561 --- One tap mobile +16692545252,,1600015777#,,,,*096561# US (San Jose) +16692161590,,1600015777#,,,,*096561# US (San Jose)

ODOJ CVSSD is committed to providing universal access to all grant applicants. **If you require an accommodation to participate in a virtual session**, please contact **Maria Ruiz Ceja** by phone at 503-378-8435 or email maria.ruizceja@doj.oregon.gov. Identify the session you will attend and the accommodation you require. Closed Captioning, ASL Interpreters, and Spoken Language Interpreters are examples of accommodations that will be provided upon request. We will make reasonable efforts to accommodate requests. As much advance notice as possible will help us provide seamless access.

Timetable for Application Review and Grant Awards

2025 Dates	Application Activity
July 21	VOCA /CFA application released
July 24 & 30	RFA informational teleconferences.
August 4	Final changes/amendments to the application POSTED
August 25	Application DUE no later than 4:59pm PDT
September 17	Award recommendations to ODOJ CVSSD Director
October 1	2025-2027 VOCA/CFA grant award period begins

Contact Information

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SECTION II: REQUIREMENTS FOR ALL ODOJ CVSSD FUNDS

ODOJ CVSSD has established universal requirements for any application for state and federal grant funds administered by ODOJ CVSSD. These requirements include:

A. Eligibility

To be eligible for this funding through ODOJ CVSSD, applicants must meet all eligibility criteria listed in Section III of this RFA.

B. Common Requirements

1. Provide meaningful access to effective services supported by ODOJ CVSSD funds

All applicants must have written plans or other materials to describe how they provide meaningful access to effective services. At minimum, plans must describe how the applicant will:

- a. Provide timely information to victims/survivors for them to make informed decisions about their situation.
- b. Provide timely information to victims/survivors on how to apply for Crime Victim Compensation.
- c. Provide services at no cost to victims/survivors, and guarantee that services are voluntary for victims/survivors.
- d. Design and deliver services that are victim/survivor-centered and trauma-informed and will create safe and welcoming environments.
- e. Engage in planning and coordination of services with other providers in advance of working together to assist victims/survivors.
- f. Follow a referral process that cares for and serves the best interest of victims/survivors. Referrals must ensure that victims/survivors feel supported while being connected to other services. Referrals are “warm hand-offs” not “drop-offs”.
- g. Establish policies and procedures that create a solid foundation for providing effective victim services.

2. Engage people and communities to build awareness, trust, and understanding, and to strengthen relationships.

All applicants must have written plans or other materials to describe how they engage the people they serve and their surrounding communities to build awareness, trust, and understanding, and to strengthen relationships. At minimum, plans must describe how the applicant will:

- a. Gather insights from and learn about the people and communities who have the most needs.
- b. Get community input from all kinds of people who might seek victim/survivor services.
- c. Tap into local networks and engage in peer-to-peer dialogue to share knowledge and resources.

- d. Involve leadership and staff in developing and implementing plans for engagement and community feedback.
- e. Build awareness within the community about victim/survivor rights, protections, and services.

3. Confidentiality and Advocate-Victim Privilege

Such requirements are mandated by state and federal law and required by ODOJ CVSSD. The laws are considered best practice to protect victim privacy and are consistent with other confidentiality provisions. See also specific sections of this RFA regarding state and federal funds and ODOJ CVSSD's Advocate Privilege and Confidentiality Requirements.

4. Effective Services and Sound Administrative and Financial Management

Applicants must demonstrate that the program is effectively delivering services that are meaningfully accessible to all survivors and effectively managing the administrative and financial resources of the organization. This includes:

- a. Plans that describe how the applicant provides meaningful access to effective services per Section II.B.
- b. Administrative and financial risk assessments are completed and submitted with this application.
- c. Financial and progress reports are true, accurate, timely, and complete financial and progress reports.
- d. Participation in ODOJ CVSSD conducts regular monitoring (Financial Report Verifications, Administrative & Financial Desk Reviews, and Site Visits).
- e. True and accurate financial records kept in accordance with Generally Accepted Accounting Principles (GAAP) and federal Uniform Guidance.

5. Training

All grant-funded staff, volunteers/interns, and board/governing body members are trained as appropriate as outlined in this RFA.

6. Compliance with Relevant State and Federal Laws

Applicants must comply with relevant federal and state laws. These include civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities (i.e., Civil Rights Act of 1964, Equal Employment Opportunity Act of 1972, Americans with Disabilities Act of 1990, Limited English Proficiency guidelines), state insurance requirements, and Uniform Guidance 2 CFR Part 200.

7. Compliance with Fund Specific Guidance in this RFA

C. Possible Outcomes of Non-Compliance

ODOJ CVSSD is responsible for ensuring that a subrecipient is in compliance with the general or specific terms and conditions of an award. If a determination of non-compliance is made, ODOJ CVSSD will take one or more of the following actions in accordance with 2 CFR Part 200 and the ODOJ CVSSD grant agreement.

- 1. Perform additional project monitoring.
- 2. Establish corrective action plan(s) to address areas of concern.

3. Require the subrecipient to obtain technical or management assistance.
4. Place special conditions on subrecipient with moderate to high risk assessment scores.
5. Require payments as reimbursements rather than advance payments.
6. Perform monthly check-ins with fund coordinator.
7. Require monthly financial or progress reporting, or supplemental reports as requested by the fund coordinator.
8. Temporarily withhold cash payments pending correction of a deficiency.
9. Disallow all or part of the cost of an activity or action not in compliance.
10. Wholly or partially suspend or terminate the award.
11. Withhold further awards for the project or program.
12. Take other remedies that may be legally available.

SECTION III: OVERVIEW OF VOCA CFA FUNDS

A. Introduction

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

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

Since 2015 when Congress first took an unprecedented step forward to meet the critical needs of our nation's crime victims by increasing the VOCA cap, Oregon began to address the gaps and needs of victims throughout the state. Traditionally, funding has been sufficient to support FTE for core services, however, with that increase in VOCA funding, the state was able to: (1) Build the field's capacity to better serve victims; (2) Begin to address long standing issues in the field; and (3) Identify emerging issues across the state.

This 2025-2026 VOCA CFA Grant opportunity is a request for eligible applicants to address service delivery issues in Oregon and increase access to services for victims of crime.

B. Purpose

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

1. Respond to the emotional and physical needs of crime victims.
2. Assist primary and secondary victims of crime to stabilize their lives after victimization.
3. Assist victims to understand and participate in the criminal justice system.
4. Provide victims of crime with a measure of safety and security (e.g., boarding-up broken windows, replacing or repairing locks).

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

C. Priority Areas

To comply with the conditions of the Victims of Crime Act of 1984, Office for Victims of Crime (OVC) requires states to allocate at least 10% of its annual VOCA assistance grant to go to victim services in the following priority categories: domestic violence, child abuse, sexual assault, and previously underserved victims of violent crime. An additional 10% of VOCA funds are allocated to general victim services as determined by the ODOJ CVSSD Advisory Committee.

An underserved crime victim is a victim of a violent or other traumatic act that is criminal in nature, as defined by state, tribal, military, or federal statute, who does not receive adequate services and support or who lacks understanding of, or access to, statutorily or constitutionally defined legal rights. Victims may be considered underserved by the type of crime they have experienced (e.g., victims of elder abuse) or geographical location. Victim services may be available in a community but may not be accessible or may be complicated by overlapping or complex jurisdictional issues.

D. Direct Services

VOCA funds are intended to provide direct services to victims and survivors of crime; direct services are those activities that directly benefit individual crime victims and survivors. Services include, but are not limited to, crisis intervention services; emergency services such as temporary shelter for crime victims and survivors; support services that may include mental health therapy; criminal justice related services; assisting crime victims and survivors with managing practical problems created by the victimization such as acting on behalf of the victim/survivor with creditors and employers; assisting crime victims and survivors with applying for compensation benefits, and providing opportunities for victims and survivors to meet with perpetrators, if so requested by the victim/survivor. VOCA funds may also be used for salary, fringe benefits, and training for staff positions that provide direct services, and operating expenses essential to providing direct services.

Please note that VOCA funds cannot be used to raise the public's consciousness or to educate regarding victim issues. Funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims and survivors to needed services.

E. Specific Requirements for the VOCA CFA

By submitting an application, the applicant signifies its intent to comply with the requirements

described here in Section III.B. of this RFA which are, 1) to provide meaningful access to effective services, and 2) to engage people and communities to build awareness, trust, and understanding, and to strengthen relationships.

1. Meaningful Access to Effective Services

Meaningful access to effective services for all victims and survivors is a longstanding value of the VOCA CFA Grant funds. ODOJ CVSSD recognizes effective services as victim and survivor centered, trauma-informed, and responsive to a victim's unique needs. Victims & survivors have the right to self-determination and to make informed decisions about the services they receive. This can only happen when organizations and programs respect survivors' unique needs and assist them in obtaining and providing services that meet these unique needs.

Victims and survivors must be able to express themselves in their preferred language and to receive the necessary accommodations for them to fully participate in services.

Referrals should always be "warm hand offs" not "cold drop offs" and made with the consent of the victim or survivor. More importantly, organizations and programs must continue its services with a victim or survivor while it works with another provider to serve that person. This is especially true when working in partnership with population specific organizations and Tribal Nations programs.

Services to victims and survivors must be voluntary and provided at no charge to the survivor. Each source of funding within the VOCA CFA Grant identifies its own requirements for allowable services. Refer to fund-specific information and guidelines to learn more.

2. Effective and Responsive Services

All applicants are expected to provide services that are respectful of, and relevant to, the unique needs and characteristics of all victim and survivor populations within communities. ODOJ CVSSD expects that applicants provide training for staff, and volunteers about the unique impact of Interpersonal Violence, Hate and Bias, and other criminal victimization on various populations and to improve capacity for responsive services for all populations in the community.

F. VOCA Eligibility Requirements

Eligibility is limited to applicants that are currently receiving VOCA CFA Grant funds.

Subrecipients of VOCA funds must:

1. Demonstrate a documented history of providing effective services to victims of crime;
2. Contribute a match of the total project cost from non-federal funds. Match is 25% of the federal amount received and can be in-kind or cash. Exceptions to this project match requirement are federally recognized American Indian or Alaska native tribes, or projects that operate on tribal lands;
3. Show substantial financial support from sources other than the Crime Victims Fund. A subrecipient has substantial financial support from sources other than the Crime

Victims Fund when at least 25% of the program's funding in the year of or the year preceding the award comes from such sources, which may include other federal funding programs;

4. Use volunteers within the organization/program, unless waived by ODOJ CVSSD;
5. Promote a collaborative coordinated approach for serving crime victims and survivors within the community;
6. Assist crime victim survivors in applying for crime victim compensation benefits;
7. Provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law;
8. Provide VOCA funded services for victims and survivors at no cost to the victim/survivor;
9. Maintain the confidentiality of client-counselor information, as required by state and federal law; and
10. Reasonably protect the confidentiality and privacy of persons receiving services under the project to the extent permitted by law.

In addition to the requirements listed above, all VOCA subrecipients are expected to:

1. **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the [OJP Financial Guide](#) which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
2. **Maintain Civil Rights Requirements.** The ODOJ [CVSSD Civil Rights Requirements](#) webpage, provides information and links that will assist subrecipients in complying with three mandatory federal processes. These include:
 - Civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities;
 - Limited English Proficiency (LEP) guidelines; and,
 - Equal Employment Opportunity Plans (EEOP). Non-profit organizations and Tribal Nations are exempt from the EEOP requirements but must complete the EEOP form included as a Grant Agreement Exhibit and submit a Certification Form using the EEO Reporting System found at [EEOP Notice | Office of Justice Programs](#).

These processes include notification of nondiscrimination policy, responding to discrimination complaints, and civil rights training and are required of subrecipients of VOCA funding through ODOJ CVSSD. Civil Rights Training Certification is required to be updated every two years and uploaded in E-Grants before the grant agreement is signed.

3. **Comply with the [VOCA Grant Management Handbook](#)** and with VOCA rules, 28 CFR Part 94: Victims of Crime Act Victim Assistance Program as written in the [Federal Register, Vol. 81, No 131](#).

4. **Comply with the Assurances and Certifications.** Subrecipients must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.
5. **Comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.** As of January 1, 2009, all recipients of Federal VOCA funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. All applicants are required to register with the System for Award Management (SAM), if you have not already done so. Information about SAM registration procedures can be accessed at: www.sam.gov.

G. Criminal Fines Act (CFA) Eligibility Requirements

Statutory Requirements for PROSECUTION-BASED Victim Assistance Programs

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

1. Inform victims, as soon as practicable, of their rights under Oregon law;
2. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;
3. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
4. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
5. Assist victims in preparing and submitting crime victims' compensation program claims to the Department of Justice under ORS 147.005 to 147.367;
6. Assist victims in preparing and submitting restitution documentation for purposes of obtaining a restitution order;
7. Prepare victims for court hearings by informing them of the procedures involved;
8. Assist victims with the logistics related to court appearances when practicable and requested;
9. Accompany victims to court hearings when practicable and requested;
10. Encourage and facilitate victims' testimony; and
11. Inform victims of the processes to request the return of property held as evidence.

H. ODOJ CVSSD State Funding Requirements

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

1. **Access to Effective Services:** Ensure meaningful access to services for all victims of crime across the State by responding appropriately to requests for assistance (ie: completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.
2. **Good Fiscal Management:** Maintain adequate funding, keep financial records and comply with grant reporting requirements. Applicants with deficiencies in timely and accurate reporting in previous grants may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is awarded.
3. **Financial, Data and Outcome Reporting:** Submit quarterly financial, statistical and outcome measures reports and narrative reports on services provided specific to the staff positions supported by those funds.
4. **Confidentiality Policies and/or Procedures:** Maintain and enforce policies and procedures that protect the confidentiality and privacy of persons receiving services and that prohibit disclosure of Personally Identifying Information (PII) or individual information collected in connection with services requested, used, or denied without the informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits. You must become familiar with and adhere to the **PII Breach policy**; policy and forms are located on the [ODOJ CVSSD Website](#).
5. **Compliance with Relevant Federal and State Laws (Civil Rights, ADA, etc.):** By submitting the 2025-2026 VOCA/CFA Grant application, applicants signify it is their intent to comply with all relevant federal and state laws.
6. **Insurance Requirements:** Maintain Worker's Compensation and General Liability insurance and other insurance as specified in the Grant Agreement. ODOJ CVSSD does not collect Certificates of Insurance, but they may request verification during a site visit.
7. **Training Requirements:** Provide training to all grant-funded staff, volunteers/interns and board/governing body members, as appropriate and outlined by ODOJ CVSSD. Prior to victim contact, staff and volunteers must be assessed by a supervisor for their readiness to provide direct advocacy services. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff Roster and the Board/Governing Body Roster in the E-Grants system both require information on completion of training requirements for each staff person and board/governing body member. Training requirements are posted on the ODOJ CVSSD website at [Grant Guidance Documents - Oregon Department of Justice](#).

I. Match Requirements (Not Applicable for Tribal Nations)

OVC requires VOCA funded projects include a matching contribution of 25% of the awarded VOCA grant funds. Match contribution may be cash or in-kind and must be derived from nonfederal sources/funds. VOCA match may include state or local funds, foundation grants, private donations of cash, services or goods, etc.

ODOJ CVSSD will continue offering a blanket match waiver for 100% of applicants match requirement on this VOCA 2025-2026 Award. This blanket waiver is incorporated into your E-Grants application and does not require you to complete an ODOJ CVSSD Match Waiver request.

J. Availability and Duration of Funding

The grant cycle of the 2025-2026 VOCA CFA Grant will be twelve (12) months. The grant period is October 1, 2025, through September 30, 2026. Awards are contingent upon the availability of appropriated funds through the US Department of Justice, Office for Victims of Crime.

K. 2025-2026 Grant Award Allocations

When allocations are determined, an allocation chart will be uploaded to the application menu is E-grants.

L. Award Conditions

Timely Completion of Grant Award Documents

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

Before the ODOJ CVSSD will issue an award or release a payment, required reports for all existing awards issued by ODOJ CVSSD must be completed. The schedule for reporting requirements across all funds is located on the ODOJ CVSSD website: [Important Grant Reporting Dates](#)

Incomplete or Nonconforming Applications

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

Conditional Awards

All grant agreements issued by ODOJ CVSSD include requirements that must be satisfied by both parties to the agreement. In addition, ODOJ CVSSD may include additional conditions when circumstances exist that require a further showing of applicant's ability to successfully manage an

award. Examples of such additional conditions include, but are not limited to, a requirement of more frequent reporting to assure timeliness and accuracy, or additional reports to document that the subrecipient is successfully addressing an area of concern. When additional conditions are included in a grant agreement, the subrecipient's failure to satisfy those conditions shall be governed by the default and termination provisions included in the agreement.

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

Payment of Awards

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

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

CFA grant award payments are made prospectively on a quarterly basis and not on a reimbursement basis. During a 12-month grant award, the first of 4 equal quarterly payments will be made upon the completion of all required grant documents, including execution of the ODOJ CVSSD CFA Grant Agreement. Subsequent quarterly payments are made when ODOJ CVSSD approves submitted quarterly Financial Reports accompanied by all required progress and statistical reports due for that reporting period.

Unexpended Funds & De-obligation of Funds

Grant awards for the period October 1, 2025 – September 30, 2026, will not be extended beyond the one (1) year award period.

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

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

SECTION IV: GENERAL APPLICATION & E-GRANTS GUIDELINES

The following information is to assist you in completing the 2025-2027 VOCA CFA Grant Application for all eligible programs for the period **October 1, 2025 – September 30, 2026**. For more specific support, please refer to the Application Instruction document.

Technical assistance can be obtained by:

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

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

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

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

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

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

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

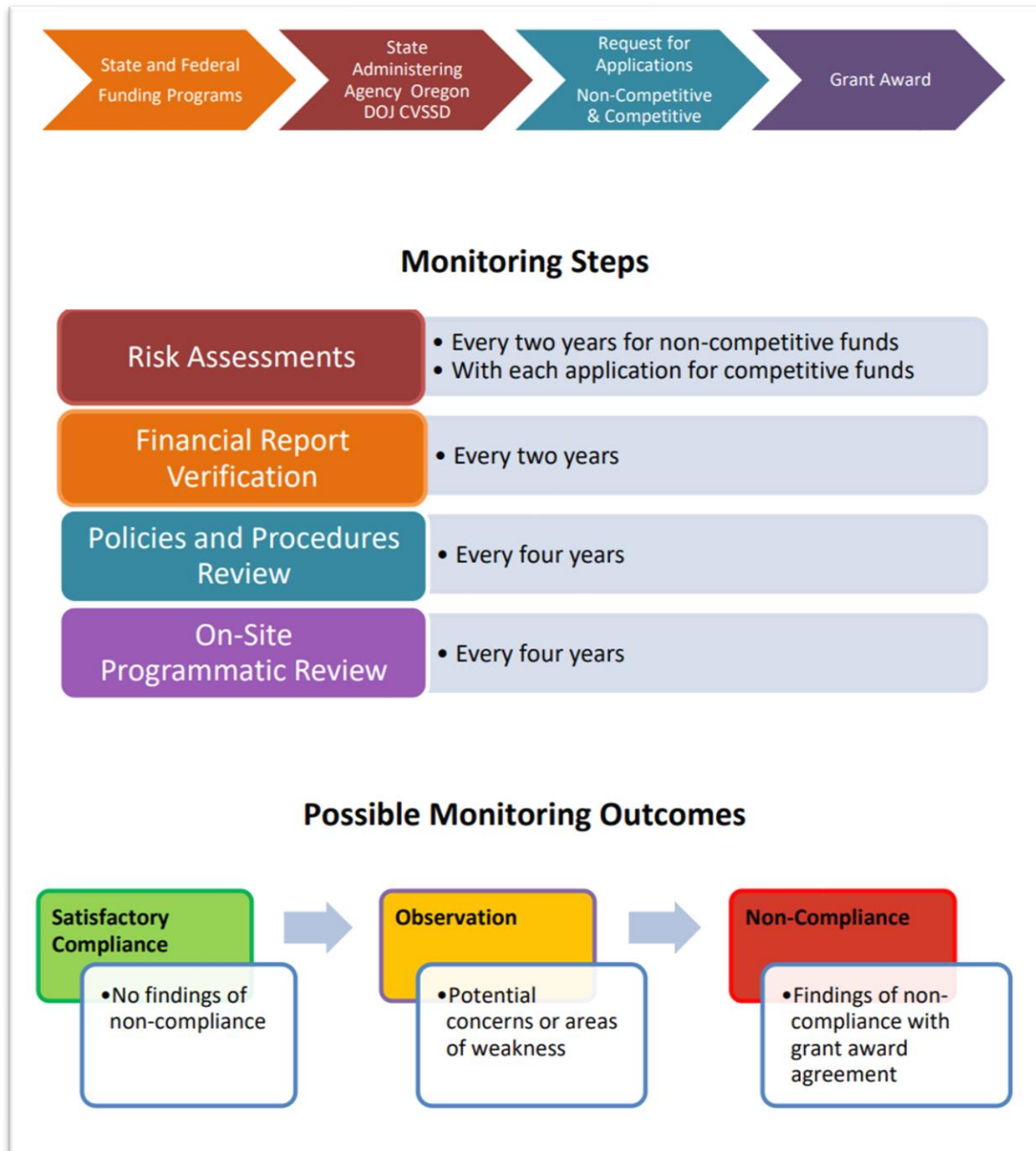
CVSSD recommends submitting the application at least 1-2 days prior to the DUE date to avoid any unanticipated technical problems. LATE applications WILL NOT be accepted.

Applications must be electronically submitted through the ODOJ CVSSD E-Grants system. Once an application is submitted it will become a “READ ONLY” document and cannot be changed. Late applications will NOT be accepted. For information on ‘Submitting Your Application,’ see the [*CVSSD E-Grants Applicant User Guide*](#).

Applications are due August 25th, 2025 by 4:59 p.m. PDT.

SECTION V: MONITORING, REPORTING, AND FINANCIAL REQUIREMENTS

Grant Monitoring Process



A. Grant Monitoring

ODOJ CVSSD monitors VOCA funding. ODOJ CVSSD monitors awards for compliance with applicable federal and state guidelines, the [ODOJ CVSSD Grant Monitoring Policy](#), the [VOCA Subaward Handbook](#), and the ODOJ CVSSD Grant Agreement. ODOJ CVSSD also monitors awards

to determine if subrecipients are 1) providing the services outlined in their grant applications and awards, and 2) following their own established program policies and procedures. ODOJ CVSSD accomplishes monitoring objectives through a variety of techniques including:

- Application reviews and modifications
- Special conditions of the ODOJ CVSSD grant agreement
- Financial and administrative risk assessments
- Financial and progress reports
- Financial report verifications
- Reviews of policies and procedures governing organizations' financial and administrative management
- Conducting virtual interviews with and in-person visits to subrecipient organizations and programs to evaluate program effectiveness

Monitoring may also include technical assistance and support for organizations seeking to improve services and to develop fiscal, operational and programmatic capacity.

B. Default

All ODOJ CVSSD grant agreements provide that grantees who fail to meet any of the financial or progress reporting requirements included in this section shall be considered in default under the agreement. In such case, ODOJ CVSSD has the right to pursue remedies outlined in [Section II.C. of this RFA](#), the ODOJ CVSSD Grant Monitoring Policy, and in the ODOJ CVSSD grant agreement.

C. Performance Measures

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

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

For programs serving all victims of crime:

All applicants will conduct surveys to measure common outcomes across all services. Surveys must ask survivors if they:

- a. Provided me with services that helped me make informed choices about my situation.
- b. As a result of the information that I received from the Victim Assistance Program, I better understand my rights as a victim of crime.
- c. The information given to me by the Victim Assistance Program helped me better understand the criminal justice system process as it related to my case.

VOCA & CFA Statistical Reporting Requirement: ODOJ CVSSD Grant Agreement requires a Grantee to report statistical data on a quarterly basis in the OVC-PMT and E-Grants. VOCA ONLY stats are reported in PMT. CFA and ALL VAP stats are reported in E-Grants. Additional information will be provided once there is an award. All statistical data must be as accurate as possible. Therefore, grantees must be able to distinguish between new and ongoing clients. It is essential that the proper data be collected and reported. If requested by ODOJ CVSSD, all grantees must be able to verify their reported statistical data.

D. Progress Reporting Requirements

Applicants will submit progress reports every quarter through the ODOJ CVSSD E-Grants system. Progress reports will include one or more of the following depending on the quarter schedule:

- Progress updates and descriptions of grant funded project activities
- ODOJ CVSSD Common Outcome Measures
- [Office for Victims of Crime \(OVC\) Performance Measurement Tool \(PMT\)](#)

Read about specific [ODOJ CVSSD report requirements](#) for 2025-2027 Non-Competitive VOCA Funds.

NARRATIVE REPORTING:

Federal regulations require that each subrecipient must submit an annual narrative summary. Narrative reports are not a substitute for other specifically required report information (i.e., reporting staff turnover, approval of specific expenditures, etc.). The narrative will be completed in ODOJ CVSSD E-Grants and will include the following information.

- Information pertinent to the annual reporting period ending September 30th of each year;
- Any new issues that hinder victim assistance programs in assisting crime victims in applying for crime victim compensation;
- Efforts to promote coordinated services;
- Efforts to serve federal crime victims;
- Notable activities to improve the delivery of services (i.e., needs assessments, training, etc.);
- At least one anecdote or case history illustrating ways in which VOCA funds have been used to assist crime victims; and
- Emerging issues or trends.

In addition to the questions above, grantees must respond to annual narrative questions that will be submitted directly in the OVC PMT online system.

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

- Number of requests for services that were unmet because of organizational capacity issues; please explain.
- Does your program/agency formally survey clients for feedback on services received? All VOCA subrecipients must say 'yes'.

- Number of surveys distributed (includes, but is not limited to, those distributed by hand, mail or other method). Simply add up your quarterly numbers.
- Number of surveys completed. Simply add up your quarterly numbers.
- Please discuss some of the challenges your victim assistance program faced during the Federal fiscal year. Be explicit as ODOJ CVSSD is aware that all agency/programs have some challenges. Do not enter “no challenges.”

E. Financial Reporting Requirements

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

SECTION VI: SUBMISSION INFORMATION

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

THE VOCA/CFA GRANT APPLICATION IS DUE:

August 25th, 2025 (Monday) by 4:59 pm, PDT

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

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

SECTION VII: REVIEW OF APPLICATION AND AWARD DECISIONS

A. Application Review Process

Applications are reviewed by ODOJ CVSSD staff and are evaluated using the criteria set forth in this RFA. ODOJ CVSSD may seek clarification about or ask for additional information regarding an application. ODOJ CVSSD may also require changes to an application prior to awarding grant funds and within a stated time frame as instructed by the ODOJ CVSSD fund coordinator. In conjunction with the review of applications for the 2025-2026 VOCA/CFA Funds, ODOJ CVSSD staff will factor in the applicant's level of risk, previous performance, and compliance history with ODOJ CVSSD grant funds. This includes timeliness, accuracy and truthfulness of progress and financial reports, and information gathered during desk reviews and site visits. ODOJ CVSSD may consult their advisory committees regarding applicants with a history of poor performance and non-compliance, or applications that do not adequately meet the requirements outlined in this RFA. Applications are approved for funding once a determination is made that the application sufficiently meets the requirements outlined in this RFA.

B. Reservations of Rights

ODOJ CVSSD reserves the right to:

- a. Seek further information, request clarifications about, or changes to applications, and to make an award without further discussion of the applications submitted;
- b. Reject any and all applications received by reason of this RFA, or to negotiate separately in any manner necessary to serve the best interest of the public;
- c. Determine, in their sole discretion, whether an application does or does not, substantially comply with the requirements of the RFA; and
- d. To waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this RFA.

C. Review of ODOJ CVSSD Award Decisions

Informal Review

Applicants may request informal feedback regarding their grant application within 90 days of receiving notification of the award decision. Contact the ODOJ CVSSD Fund Coordinator assigned to the application for additional information regarding this process.

Formal Review

An applicant has a right to review the award decision regarding its application. Each applicant is informed of the review procedure if a no-fund or partial-fund decision is made regarding its application. No applicant will be subject to reprisal for seeking a review of an award decision. The following steps are recommended:

- An applicant may make a written request to the ODOJ CVSSD fund coordinator for a review within 7 calendar days after receiving notification of the award decision.
- Upon receipt of a written request, ODOJ CVSSD will schedule a meeting with the applicant within 14 calendar days.

- ODOJ CVSSD will notify the applicant of the result of the meeting within 5 calendar days after the meeting is held.
- If the matter is not resolved through this process, the applicant may request a review of the issue by the Attorney General or her designee. The applicant must make a written request for further review within 7 calendar days following notification of the meeting results described in this paragraph.
- Every effort will be made to have a final decision to the applicant within 14 days of receipt of the final written request.

APPENDIX A: GLOSSARY OF TERMS

Access To Services

The degree to which a service is available.

Address Confidentiality Program (ACP)

A program that helps protect the addresses of crime victims who need to stay safe by keeping their location private.

Advocate

A victim advocate is a professional, whether paid or a volunteer, who provides support, information, and resources to individuals who have experienced crime or trauma. They help victims navigate the aftermath of a crime, including the criminal justice system, and assist them in accessing services that promote healing and recovery.

Advocacy Services

Advocacy services are support systems that help individuals navigate the aftermath of crime and the criminal justice system. These services are designed to provide emotional support, information, and practical assistance to crime victims, ensuring their rights are understood and protected.

Assistance in Filing Compensation Claims

Includes making victims aware of the availability of crime victim compensation and assisting the victim in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

Bias Crime

A hate crime, known as Bias Crime under Oregon law, is a crime motivated in part or whole by bias against another person's actual or perceived protected.

Bias Incident

A bias incident is any hostile expression that may be motivated by another person's actual or perceived protected class. The act does not need to be a federal, state, tribal, or local crime.

Crime Victims Fund

A federal fund made up of fines and penalties paid by people who commit federal crimes. It is used to help pay for services for crime victims.

Collaboration

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

Crime Victim

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

Criminal Justice Support/Advocacy

Refers to law enforcement and prosecution investigation support, assistance during investigation, and explanation of procedures, etc. Included in this definition are: court-related support, i.e., court orientation, court escort, case appearance notification, case status and disposition information, victim impact reports, assistance with restitution, witness fees, intimidation or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system, etc.

Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Partners that are married, living together, and have made other commitments would not be considered dating violence. Teens who are dating and live apart are an example of dating relationships.

Direct Services or Services to Victims of Crime:

Those services described in 42 U.S.C. 10603(d)(2), and efforts that— (1) Respond to the emotional, psychological, or physical needs of crime victims; (2) Assist victims to stabilize their lives after victimization; (3) Assist victims to understand and participate in the criminal justice system; or (4) Restore a measure of security and safety for the victim.

Domestic Violence

Domestic violence is the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological violence, and emotional abuse. The frequency and severity of domestic violence can vary dramatically; however, the one constant component of domestic violence is one partner’s consistent efforts to maintain power and control over the other.

Emergency Housing or Shelter

Refers to safe, confidential, and temporary housing or shelter provided to survivors and their family members because of domestic violence, sexual assault, dating violence, or stalking. Emergency housing or shelter is subject to capacity, availability, and suitability of available resources. Emergency housing or shelter may be provided in shelter facilities and safe houses, or through motel stays, rapid re-housing, housing stabilization, etc.

Emergency Assistance

Services provided to survivors to meet basic needs and provide immediate safety, like confidential housing, transportation, medical/legal advocacy, food.

Federal Victim of Crime

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

Follow Up Advocacy Services

Follow up advocacy services are those requested by the survivor after the initial contact with an advocate.

Information and Referral

Information and referral is a response to requests for information and/or referral regarding community services with the provision of current and appropriate referrals to meet these needs. Referrals shall include available culturally specific services and specialized services for historically underserved populations. Whenever possible, referral information given to the survivor shall include a contact name at the referral agency and specific service information.

Legal Advocacy

Legal advocacy means civil legal assistance provided by an advocate, not an attorney. Each funding source has its own guidelines for civil legal assistance in matters of housing, family law, public benefits, divorce, child custody and support, dependency, etc. as related to the victimization and safety of the survivor. System Based Advocates provide criminal legal advocacy and provide different services than Civil Legal Advocates.

Legal Services

Legal services are civil legal assistance provided by an attorney licensed to practice law or certified to appear in court under the supervision of a licensed attorney. Each funding source has its own guidelines for civil legal assistance in matters of housing, family law, public benefits, divorce, child custody and support, dependency, etc. as related to the victimization and safety of the survivor.

Non-Supplanting

A rule that says federal grant money must be used for new or expanded services, not to replace existing state and/or local funding.

Outcome Measures

Ways to track if a programs services are making a difference for the clients they serve. ODOJ CVSSD grant recipients do this through client feedback surveys.

Outreach

Outreach is a set of activities including community engagement, collaborative projects, speaking

engagements, public service ads, printed materials, social media, and web sites designed to reach potential users of services. The purpose of outreach is to engage people and communities to build trust, understanding, and relationships. Outreach is especially important when engaging people and communities from populations who typically do not access services.

Peer Support

Peer support means interactions, either through phone contact, peer-to-peer individual meetings, and/or group sessions, that validate the experiences of survivors and do not blame them, explore their options, build on strengths and respect their right to make their own decisions.

Personally Identifiable Information (PII)

Personally Identifiable information means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. PII for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking.

Safety Planning

Any formal or informal, written or oral, conversation or process with a survivor through which an advocate works with the survivor to identify and address risks, barriers or concerns regarding the survivor's ability to be safe from domestic violence, sexual assault, dating violence and/or stalking. The philosophy is to have decisions made in advance so if an emergency arises, there are concrete plans in place to achieve, eliminate, or manage a safety threat. Safety planning is offered as a direct service, over a crisis line, in shelter, and in conjunction with other services.

Secure And Stable Housing

Housing that does not jeopardize the health, safety, or welfare of survivors and that permits access to electricity, heat, and running water. Specifically, housing that is confidential if necessary and within the survivor's ability to maintain long term.

Sexual Assault

Sexual assault is any type of unwanted or nonconsensual sexual activity or contact. A sexual act is non-consensual in the absence of ongoing affirmative consent, freely given without coercion. Sexual assault can include rape, attempted rape, sexual coercion, voyeurism, exhibitionism, sexual harassment, or threats, forcing someone to pose for sexual pictures, sending unwanted texts or "sexts", etc.

Survivor Centered

A survivor-centered advocacy approach seeks to empower survivors by prioritizing their rights, safety, well-being, needs, and wishes. Voluntary participation in services is necessary to be survivor centered.

Stalking

Stalking means a course of conduct directed at a specific person that would cause a reasonable

person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Transportation

Transportation assistance is available to help survivors find safety and access services, which might include transportation to and from the courthouse for hearings. Transportation can be provided directly by staff and volunteers or by paying for a survivor's gas, bus tickets or taxi fare.

Trauma Informed

An approach, based on knowledge of the impact of trauma, aimed at ensuring environments and services are welcoming and engaging for service recipients and staff.

Tribal Organization

A recognized governing body of any Indian tribe, to include any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and that includes the maximum participation of Indians in all phases of its activities.

Warm Hand-Off

A personal introduction or connection to another service provider, instead of just giving contact information.