

A. Cover Page

Instructions:

- Please complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.
- To deselect a radio button, double click on it.

Organization Certification

1.

By checking the following boxes, I hereby certify the following:

- The Organization Information page is complete and accurate. If appropriate, CVSSD has been contacted to make any changes. *
- All new personnel working on this application have been added to the Organization profile. *
- All personnel no longer associated with this agency/program have been deactivated in the system. *
- A current Civil Rights Training Certification is uploaded which indicates that the required training has been completed within the last 2 years. *
- The Whistleblower Certification has been uploaded on the Certification page under Organization Details within My Organization. *
- The program will send at least one representative in a leadership role to each applicable required training hosted by CVSSD (ie: Non-Profit Directors Training, ODAA, MDT Day, or Grant Management and Tribal Nation Meetings). *
- The agency/program will send at least one representative in a leadership role to each applicable required training hosted by CVSSD (ie: Non-Profit Directors Training, ODAA, MDT Day, or Grant Management and Tribal Nation Meetings). *

2. Applicant Information

- a. Applicant Organization's Legal Name & Mailing Address: *Deschutes Co Victim Assistance
1164 NW Bond
Bend, OR 97701-1913
Phone: (541) 317-3186
Fax: (541) 330-4698*
- b. Physical Address (If different than the mailing address):
- c. County: *Deschutes County*
- d. Additional county(ies) served:
- e. Congressional District(s) served: * 1 2 3 4 5 6 [Click here to view map](#)
- f. Federal ID #: *93-6002292*
- g. Federal Unique Entity ID #: *030805147*
- h. Contact Person - The individual who is responsible for day to day management and program reporting: *Ashley Beatty
Program Manager
1164 NW Bond Ave*
- i. Contact Information: *Bend, OR 97703
Phone: (541) 317-3186
E-mail: ashley.beatty@dcdca.us*
- j. Fiscal Contact - The individual who prepares financial reports for the grant based on agency fiscal records: *Camilla Sparks
Financial Officer
1164 NW Bond St.
Bend, OR 97701-1913
Phone: (541) 388-6520
Fax: (541) 330-4698
E-mail: camilla.sparks@deschutes.org*
- k. Fiscal Contact Information:
- l. Fiscal Officer - The individual who has signature authority for financial reporting for the agency. CVSSD will assume that all financial reports submitted in E-Grants have been approved by the Fiscal Officer as a true and accurate representation of grant expenditures. *Camilla Sparks
Financial Officer
1164 NW Bond St.
Bend, OR 97701-1913
Phone: (541) 388-6520
Fax: (541) 330-4698
E-mail: camilla.sparks@deschutes.org*
- m. Fiscal Officer Information:
- n. Website Address:

3. Implementing Agency Type: *

- a. **Government Agencies Only:** Which designation best describes your government agency (select one response)?
- Law Enforcement
 - Prosecutor - County District Attorney
 - Prosecutor - City Attorney
 - Other Government Agency (please specify):

4. Staff Information

- a. Total number of paid staff for all applicant victimization program and/or services (Count each staff member once. Both full and part time staff should be counted as one staff member. Do not prorate based on FTE.): *9.00*
- b. Estimated number of staff hours funded through this VOCA award (plus match) for subgrantees' victimization service programs (Count total number of hours to be worked by all staff members supporting the work of this VOCA subaward plus match.): *528.00*

B. Staff, Volunteers, and Training Requirements

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.

To complete or edit the Staff Roster, go to your profile by clicking your name in the top right corner, and then select "Staff Roster" in the left hand navigation panel. Applicants are required to complete information about each CVSSD grant funded staff person in the Staff Roster and upload corresponding job descriptions. The Staff Roster is where applicants demonstrate that the minimum training requirements have been met for each staff person. Training content is outlined [here](#).

Minimum requirements are:

- Staff and volunteers who provide direct services must complete the required training prior to having unsupervised contact with survivors.
- 40 hours of training is required for ALL staff and volunteers who provide services in-person or by phone to survivors.

By checking this box, I hereby certify that the organization's staff roster is complete, true, and accurate. *

[Click here to view Staff Roster](#)

VOCA Federal Guidelines require that VOCA funded programs use volunteers within the organization (CVSSD may waive this requirement due to hardship). See the most recent version of the [VOCA Grant Management Handbook](#) for more information on the use of volunteers.

1. Describe how volunteers will work within the funded organization.
Volunteers will be used to assist in providing services to victims of crime. They will work within the office and serve under the director to ensure quality services are provided. At this time, we do not have any volunteers. Since COVID, we have been unable to recruit or retain any volunteers. We are hoping to recruit interns this year from the local college.
2. How will the program conduct background checks for volunteers (i.e., OSP, On-Line Services)?
Background checks will follow the same exhaustive process that is used for employees of Deschutes County. This process will be completed by the Human Resources Department.
3. Number of volunteers supporting the work of this VOCA award for applicant's programs and/or services (Count each volunteer once. Do not prorate based on FTE.): 0
4. Number of volunteer **hours** supporting the work of this VOCA award for applicant's programs and/or services: 0.00

D. Advancing Equity and Meaningful Engagement

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
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Advancing Equity

All applicants have a responsibility to ensure their services and practices best meet the diverse and complex needs of the people and the community they serve. This is achieved when agencies shift their practices to enhance equity, address oppression, and reduce disparities. CVSSD requires that applicants demonstrate their commitment to advancing equity with a written plan and/or other materials. For DAVAP's this is a victim service specific plan. A written plan may:

1. Address how data informs the agency's understanding of why and what racial, cultural, economic, social and other environmental disparities exist in the community.
2. Reflect on and express an understanding of the agency's own history and/or past performance, and whether that did good for or caused harm to the community.
3. Describe what the agency will do to build a culture of transparency so that historic patterns of "we've always done it this way" are disrupted.
4. Include methods the agency has for authentically engaging communities that are strengths-based, people-centered, culturally relevant and anti-racist, anti-homophobic, anti-transphobic and anti-ableist.
5. Include performance and accountability measures to demonstrate a service, activity or practice is increasing equity and decreasing disparities.
6. Describe how the agency is recruiting, hiring, and sustaining a diverse and inclusive workforce and volunteer force.
7. Explain how leadership, management and staff participate in carrying out the goals and objectives of the plan.

Applicants must submit a copy of a plan and/or other materials that demonstrates how the agency is advancing equity. CVSSD will evaluate what steps are being taken by the applicant to advance equity through its programs, services, and practices. If applicants do not already have written materials to demonstrate their work in this area, they must create them within 180 days per supplemental condition of the CVSSD grant award. CVSSD staff will monitor the progress of applicants towards completion of these materials.

If you do not have a plan and/or other written materials available, explain how you will develop this plan within the first 180 days of this award. You may also use this field to say more about your plan and/or other written materials.

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The Deschutes County Victims Assistance Program in collaboration with the District Attorneys Office, Parole and Probation, and Juvenile Justice Departments have come together and hired Whitney Swander, XXXXXXXXXXXX. She is in the middle of her analysis of our current policies and procedures. Our goal is to review Deschutes County's criminal justice system as a whole along with each of our individual programs. She will then assist us in drafting our formal plan along with action items to address the gap analysis.

In the meantime, Victims Assistance continues to provide meaningful access to service to all victims of crime regardless of race, ability, orientation or religious beliefs. If at any point, feedback is given to Victims Assistance about a person's experience that is constructive in nature, steps will be taken to ensure improvements are implemented. For example, the VAP director received a call from a victim who shared a complaint about a judge. They had filed a civil protective order and was appearing at the initial hearing. The victim was hard of hearing and couldn't hear instructions from the judge, which lead to the judge yelling at the victim for not listening or following instructions. In the end, the victim was not granted the protective order, they believed in part to her disability and inability to hear the instructions. As a result, the VAP Director contacted the Central Oregon Disability Support Network and asked if they would be willing to come and speak with the Trial Court Administrator about things they could do to assist in making instructions clear for those with disabilities. The VAP Director also scheduled a time for the program manager to complete a walk-through of VAP to ensure it was supportive to those with disabilities.

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Meaningful Community Engagement

All applicants have a responsibility for outreach to members of their communities and coordinating services and activities with other service providers, especially with those that represent and serve [communities of color](#), [LGBTQIA2S+](#), [people with disabilities](#), and [other populations impacted by inequity](#). Applicants must submit a copy of a plan and/or other materials that demonstrates how the organization is reaching out to and coordinating with these community partners. A written plan may:

1. Contain results from a community needs assessment that includes data and indicators about the community (demographics, history, geography, infrastructure, cultural and social structures, economy/industry, government/political structures, etc.)
2. Include lessons learned from stakeholder and participant interviews, surveys, and other feedback from survivors and community partners
3. Establish frameworks for outreach and engagement with diverse populations and those that serve them (table events, network at population specific events)
4. Describe involvement in community coordination efforts, and formal collaborations through non-binding agreements.

CVSSD will evaluate what steps are being taken by the applicant to meaningfully engage with culturally specific communities and partners and how the applicant is working together to align its programs, services, and practices. If applicants do not already have written materials to demonstrate their work in this area, they must create them within 180 days per supplemental condition of the CVSSD grant awards. CVSSD staff will monitor the progress of applicants towards completion of these materials. Applicants may find resources such as [Best Practices for Meaningful Community Engagement](#) by Groundwork USA or [Meaningful Community Engagement for Health and Equity](#) from the Centers for Disease Control and Prevention helpful.

If you do not have a plan and/or other materials for outreach, coordination, and community engagement efforts already available, explain how you will develop a plan within the first 180 days of this award. You may also use this field to say more about your plan and/or other materials.

The Deschutes County District Attorney's Office and Victims Assistance are committed to engaged in supporting our community. We make an effort to participate in community outreach events including Juneteenth event, Father's Group Panel for communities of color, benefit for the Latino Community Association, Redmond National Night Out to name a few. Victims Assistance meets at least annually with different culturally specific service providers to maintain relationships and ensure service coordination.

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E. Meaningful Access to Effective Services

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
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Meaningful Access to Effective Services

Effective services are survivor centered, trauma informed and culturally responsive. Survivors have the right to self-determination and to make informed decisions about the services they receive. This means offering services that are accessible and responsive to survivors' cultural, gender, and other intersecting identities. Services may include but are not limited to emergency assistance, culturally responsive services, hate or bias incident support, relationship building with culturally specific community partners, referrals to culturally appropriate services for additional services, culturally diverse material, and culturally appropriate accommodations.

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In this section, applicants will:

- Describe any culturally specific programming or services offered by the agency;
- Describe how the agency will educate victims of crime of the existence of Oregon's Hate & Bias Incident Reporting Hotline and counseling support available through the Crime Victim Compensation Program (CVCP);
- Describe existing relationships, either formal or informal, that exist between the agency and existing culturally specific community partners offering support services to communities impacted by inequity;
- Describe the culturally specific material that is available in common waiting areas and victim specific spaces, and;
- Describe the agencies process identifying and evaluating potential culturally appropriate accommodations.

Culturally Specific and/or Culturally Responsive Services

Describe any culturally specific programming and services your organization may offer. Also describe what 1) culturally specific training is provided for staff, 2) collaborations and partnerships with culturally specific providers and Tribal Nations, 3) culturally responsive co-advocacy practices, 4) outreach strategies to engage and listen to leaders and survivors from culturally specific communities, and 5) workplace practices that create a sense of belonging for staff, particularly those representing underserved or culturally specific populations. Check out the Women of Color Network Toolkit, a project funded by the Office on Violence Against Women. *

1) *Each staff in Victims Assistance engages in regular training in regards to culturally specific services and meets regularly with local culturally specific service agencies.*

2) *VAP collaborates with a variety of community based services who provide culturally specific services including the Father's Group, Latino Community Association, Central Oregon Disability Support Network, Pride, etc.*

3) *VAP has three staff who are bilingual on staff. Two whom speak Spanish and one who speaks both Punjabi and Hindi. Two staff who parents immigrated to the United States. Given the diverse nature of our staff, we are primed to collaborate with local service providers to provide co-advocacy services.*

4) *VAP values hearing from culturally specific populations. VAP brings experts to our unit meetings, attends trainings, and asked for guidance when appropriate.*

5) *Staff have multiple avenues to engage in the workplace and feel a sense of belonging. We have a DEI committee and Wellness Committee.*

Both are voluntary and meet during worktime. Their goals are inclusivity and wellness both inside and outside of the office.

Hate or Bias Incident Support

Describe how agency will educate victims of crime of the existence of Oregon's Hate & Bias Incident Reporting Hotline and counseling support is available through the Crime Victim Compensation Program (CVCP) for victims of hate and bias incidents regardless of if the incident was charged as a hate crime. Describe the agencies process for assisting victims of hate and bias incidents with CVCP applications who may not be associated with any open criminal case.

The DA's Office and Victims Assistance have designated resources who work hate or bias crimes. Doing this creates consistency in our response to hate crimes. It has also allowed us to create the opportunity for education and training with our Law Enforcement partners. Rosalie Beaumont has meet with some of the LE agencies to provide education and training around the law and resources, which includes the bias reporting hotline. All victims who are identified by this team are made aware of the bias hotline.

Relationship Building with Culturally Specific Community Partners

Describe the existing relationships, either formal or informal, that exist between your victim service program and existing culturally specific community partners offering support services to communities impacted by inequity, as well as intentional efforts that have been taken to strengthen these relationships. Also describe any culturally specific community partners with which you plan to outreach to for the purpose of relationship building and service collaboration. Your description should address relationship building with community partners supporting communities of color, LGBTQIA2S+ individuals, people with disabilities and any other identified community impacted by inequity.

The Deschutes County VAP has good relationships and partnerships with local culturally specific community partners. VAP and the DA's Office has attended fundraisers in support of these local service providers. The Program Director reaches out to local leadership to build relationships and seek guidance when appropriate. While there are no formal MOUs established between these service providers, Victims Assistance collaborates regularly.

Referrals to Culturally Relevant Services when Appropriate

Describe your agency's process for referring clients to culturally specific community partners that may provide additional culturally appropriate wrap-around services. Your description should address communities of color, LGBTQIA2S+, people with disabilities and any other identified community impacted by inequity. The process for making referrals should include that the referral will be made at the discretion of the client.

Referrals to culturally relevant are made at the victim's discretion. VAP ensures that services are offered, but does not make a referral or share victim status until which time the victim indicates that it is something they want. Communities of color can be referred to the Latino Community Association or Father's Group. People with Disabilities are connected with the Central Oregon Disabilities Support Network. LGBTQIA2S+ can be referred to pride alliance or OUT Central Oregon.

Culturally Diverse Material

Describe what culturally specific materials are available for victims in the common waiting areas and victims' specific spaces. Your description should include but is not limited to educational materials, posters, artwork, reading material, music, and entertainment. Describe what intentional inclusive messaging, such as Rainbow Flags, Safe Space decals, and Equity and Inclusion posters are made visible to victims.

Spanish is the second most spoken language in Deschutes County. We have all of our materials available in Spanish which includes the victim packet, victim's rights brochures, information about restitution, information about uVisas and information from local community service providers. We have the DOJ provided poster with languages spoken posted next to our front window. All signage throughout the courthouse and DA's office are written in both English and Spanish.

Culturally Appropriate Accommodations to Support Meaningful Engagement in the Criminal Justice Process

Describe your agency's process for identifying and evaluating potential culturally appropriate accommodations for victims as they maneuver through the criminal justice system. Accommodations may include considerations for religious holidays, appropriate spaces for prayer during trial, or separate waiting rooms for male and female victims, additional support prior to grand jury or trial for individuals from populations impacted by inequity who may view participation in the criminal justice system through a different cultural lens, preemptive education to court staff regarding a victim's pronouns, grand jury education regarding relevant cultural topics pertinent to a criminal case, Your process for determining culturally appropriate accommodations for victims should be at the direction of the victim for which you are serving.

At the beginning of each case, Victims Assistance asks each identified victim for them to identify days that they are unavailable. This is a way to ensure that we are honoring each person's cultures, holidays and personal commitments. When we talk to victims at the beginning of the case, we complete a needs assessment, as part of that assessment, we ask what, if anything, we can assist the victim with. There have been times when victims request culturally specific services or accommodations. At this junction, we would ensure their wishes are documented for internal staff to honor.

F. Project Collaborations

Instructions:

- Please complete this page and click **SAVE**, any errors will be noted at this point.
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1.

In the appropriate boxes below, describe your program's community partnerships and collaborative working relationships that are essential to providing services to victims of crime. If your agency/program does not support the identified victimization, please indicate in the narrative box.

- a. Describe how services for victims of domestic violence and sexual assault are coordinated with non-profit DVSA's or other community and or Tribal Nations or government-based programs (co-advocacy, referrals, etc.).
Deschutes County VAP participates and co-chairs the local DV Council and High Risk DV Teams. In both of these multi-disciplinary teams, Victims Assistance and Saving Grace work together to create victim-centered policies and procedures. Together we also coordinate our advocacy response to support victims and ensure we are both providing services at appropriate times.
- b. Describe the status of the Sexual Assault Response Team (SART) in your county. What, if any, regular interactions does your agency/program have with the SART?
Deschutes County's SART meets quarterly, Victims' Assistance is the Chair of the SART and actively participates and facilitates the meetings, agendas, and topics with participating agencies.
- c. Describe how services for child victims of abuse are coordinated with community and other government-based programs (co-advocacy, referrals, etc.). What regular interactions does your agency/program have with the local MDT.
Services for child abuse victims are coordinated with our local Child Abuse Center, KIDS Center. We have one advocate who carries the child abuse caseload. She attends every Child Abuse MDT and has extra training specialized in child abuse and neglect.
- d. Describe how services for general victims of crime (non DV/SA/Child Abuse victims) are coordinated with community and other government-based programs.
General victims of crime are served by Deschutes County VAP. When appropriate, Victims Assistance coordinated with our community service and government agencies including Thrive, DHS, HUD Housing, Mosaic Medical, Community Solutions, etcetera. Referrals are done on an individual basis when appropriate.

G. VOCA Services

Instructions:

- Please complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
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Indicate the victims and services included in your VOCA funded activities, combining the domestic violence, sexual assault, and underserved categories if you receive funding in multiple categories.

2. Identify the victims to be served through this VOCA funded project (check all that apply):*

- Adult Physical Assault (Includes Aggravated and Simple Assault)
 - Adult Sexual Assault
- Adults Sexually Abused/Assaulted as Children
 - Arson
- Bullying (Verbal, Cyber or Physical)
 - Burglary
- Child Physical Abuse or Neglect
 - Child Pornography
- Child Sexual Abuse/Assault
- Domestic and/or Family Violence
 - DU/DWI Incidents
 - Elder Abuse or Neglect
- Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)
 - Human Trafficking: Labor
 - Human Trafficking: Sex
- Identity Theft/Fraud/Financial Crime
- Kidnapping (non-custodial)
 - Kidnapping (custodial)
- Mass Violence (Domestic/International)
- Other Vehicular Victimization (e.g., Hit and Run)
 - Robbery
 - Stalking/Harassment
- Survivors of Homicide Victims
- Teen Dating Victimization
- Terrorism (Domestic/International)
- Violation of a Court Order
 - Other

If other, please describe:

Property crimes

3. Check the services to be provided by this VOCA funded project (check all that apply):*

a. Information & Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

b. Personal Advocacy/Accompaniment

- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (assistance in applying for public benefits, return of personal property or effects)
- Performance of medical or nonmedical forensic exam or interview or medical evidence collection
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services (including coordination of services)

c. Emotional Support or Safety Services

- Crisis intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)
- Individual counseling (licensed)
- Support groups (facilitated or peer)
- Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy; etc.)
- Emergency financial assistance (payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.)

d. Shelter/Housing Services

- Emergency shelter or safe house (including referrals)
- Transitional housing (including referrals)
- Relocation assistance (includes assistance with obtaining housing)

e. Criminal/Civil Justice System Assistance

Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)

Victim impact statement assistance

Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)

Civil legal assistance in obtaining protection or restraining order

Civil legal assistance with family law issues (e.g., custody, visitation, or support)

Other emergency justice related assistance

Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)

Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)

Law enforcement interview advocacy/accompaniment

Criminal advocacy/accompaniment

Other legal advice and/or counsel

f. Assistance in Filing Compensation Claims

Assists potential recipients in seeking crime victim compensation benefits *

G. Administrative Risk Self-Assessment

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
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Complete each section or select "Not Applicable" depending on the type of agency you represent. For each statement, select one of three responses. Remember to respond to each statement. When complete, save the form before exiting the page. CVSSD will score the self-assessment to determine if the applicant is low, medium, or high risk. Depending on level of risk and its contributing factors, CVSSD may increase monitoring and technical assistance for the applicant/award recipient.

Applicants may access printable copies of CVSSD's financial and administrative risk assessment questions at [Grant Guidance Documents](#). Helpful tips and resources for successful grant administration are included in the citations and footnotes of the risk assessment documents.

Questions for Non-Profit Organizations

Not Applicable

Questions for Government Agencies and Tribal Nations Programs

Not Applicable

Description	Unknown or Not Achieved <i>(We don't have this practice)</i>	Partially Achieved <i>(We are working on this practice)</i>	Fully Achieved <i>(We have a sound practice)</i>
Elected or appointed officials, councils, commissions, Tribal Councils, or others with oversight responsibilities are informed and updated on CVSSD funds, awards, and grant-related matters. Our government ensures the efficient administration and operation of CVSSD grant funded programs, efficient financial management of CVSSD grant awards, and maintenance of systems that are compliant with GAAP and grant requirements, and compliance with auditing requirements specific to grants (Uniform Guidance, Generally Accepted Government Auditing Standards).			<input checked="" type="checkbox"/>

Questions Applicable to All

Description	Unknown or Not Achieved <i>(We don't have this practice)</i>	Partially Achieved <i>(We are working on this practice)</i>	Fully Achieved <i>(We have a sound practice)</i>
Conflict of interest policy We have a policy that establishes clear procedures for identifying and addressing conflicts of interest. All employees, volunteers and board members review and abide by this policy and understand when to disclose any potential conflicts of interest. We have a conflict-of-interest statement form signed by employees, volunteers, and/or board members at the beginning of service, and again each year, acknowledging they have read and agree to abide by the policy.			<input checked="" type="checkbox"/>
Whistleblower protection policy We have a policy that shields whistleblowers from retaliation when they report questionable or illegal activities by someone in authority over our agency, organization, or program. This includes, but is not limited to, reporting issues relating to minimum wage, overtime pay, recordkeeping, family and medical leave, discrimination, employee safety, and fraud and financial issues.			<input checked="" type="checkbox"/>
Records retention policy We have a policy that stipulates how long our agency, organization or program keeps records, and how those records are destroyed after the retention period. Our policy makes clear that our records are available to state and federal agency representatives to examine and audit. If any litigation, claim, or audit starts before the expiration of the retention period, then these records must be retained until all litigation, claims, or audit findings involving the records have been resolved. These records include, but are not limited to, financial and grant management records, property records, and indirect cost proposals.			<input checked="" type="checkbox"/>
Gift acceptance policy We have a policy that governs the receipt of, documentation of, and accounting procedures for cash and non-cash gifts. Our policy specifically addresses "non-cash gifts such as gifts-in-kind and unusual gifts like land, vehicles, artwork, etc. Our policy speaks to donor privacy including what types of information we gather, how the information is used, if the information is shared with others and, if so, under what terms, and ways donors may opt-out.			<input checked="" type="checkbox"/>
Gift card policy We have a policy which describes under what circumstances limited quantities of gift cards can be purchased, how gift card purchasing, and approval duties are segregated (the purchaser should not be the authorizer), that the value of individual cards do not exceed \$100, and how approval, purchase, and use of gift cards is documented, tracked, monitored, and substantiated with receipts.			<input checked="" type="checkbox"/>

Cash receipts policy	We have a policy for how cash receipts are kept physically secure until deposited in a bank account, how often bank deposits are made, internal processes for handling cash receipts that come through the mail or at fundraising events, and clear separation of duties in handling, documenting, and reconciling cash receipts to the accounting system.	[X]
Cash disbursements policy	We have a policy that describes our cash disbursement control procedures including authorization functions for purchasing, signing checks, adjusting accounts, and extending credit, maintaining accounts receivable records, and other cash handling functions such as receiving and depositing funds or preparing checks.	[X]
Credit and debit card policy	We have a policy that outlines the terms and conditions for employees using credit cards, who is authorized to purchase using credit cards, the process for reporting lost credit cards, use of credit cards for online purchases, how credit card purchase receipts are handled, who reconciles credit card purchases with monthly statements, how to investigate and report unauthorized charges, and how to cancel a card or terminate an unauthorized user of a card.	[X]
Budget policy	We have a budget policy that stipulates who has authority to spend money or commit to financial obligations. Our policy sets limits on how high obligations can go without approval. The policy address processes for dealing with budget overages.	[X]
Employee expense reimbursement policy	We have policy that outlines the type of expenses for which employees, volunteers and/or board members can be reimbursed, criteria for what is a business expense, dollar limits on reimbursable amounts, and what expenses must be pre-authorized. The policy may also outline the terms for when an employee, volunteer and/or board member is paid in advance or given an allowance for expenses incurred while performing their position's duties.	[X]
Property and equipment capitalization policy	We have a policy that establishes standards for purchasing, maintaining, disposing of, and replacing property and equipment that has a life of more than one fiscal year. Our policy describes how inventory of capitalized property and equipment is kept, who has oversight of the property or equipment, how often we audit capital property and equipment to ensure it is usable and stays within the designated department, our maintenance and upkeep schedules, and the depreciation method (evaluating the reduced value of an asset over time).	[X]
Procurement policy	We have a policy that establishes an effective agency/organization-wide purchasing process to ensure all purchases comply with tribal, federal, state and/or local contract requirements. Our policy establishes controls to safeguard our assets and to assure purchases are properly processed and recorded. Our policy ensures purchases are made competitively where practicable, and performance, quality, suitability, delivery, and service are considered at the time of procurement.	[X]
Data backup policy	We have a policy that ensures we backup any electronically stored financial and programmatic data in the event of a computer outage. Our policy describes who has access to electronic data, how electronic data is backed up (including frequency), and how back up files and sensitive data are stored securely. It also describes alternate arrangements to address situations where the person who is normally responsible becomes unavailable.	[X]
Succession plan	We have a succession plan to ensure agency, organizational or programmatic sustainability. Our succession plan addresses unexpected transitions such as sudden leadership departures (illness, disability, death, or termination), planned departures (retirements, sabbaticals), and strategic leadership development (develop skills and capacity to fill leadership gaps).	[X]
Employee manual	We have an employee manual that explains the various policies, procedures and expectations of our agency, organization, or program for our employees. The manual includes, but is not limited to, a mission or purpose statement, terms of employment, anti-harassment and non-discrimination policies, legal mandates for federal and state laws that affect employees, standards of conduct, compensation and benefits, procedures for complaints, and employment separation. We require every employee to sign a short statement acknowledging they have received, reviewed, and agree to comply with the policies and procedures outlined in the handbook.	[X]
Client grievance policy	We have a client grievance policy and procedure in place. This policy demonstrates that our organization is open to hearing concerns or complaints from our clients about our practices. The policy identifies procedural steps to report and address complaints and ensures complainants will not face retaliation for reporting a problem. The policy describes how clients are notified of the complaint process, how clients can submit a complaint and to whom, how complaints are investigated, and how problems are fixed in a timely manner. The complaint policy and procedures also inform clients of DOJ CVSSD and ODHS' complaint processes. This client grievance policy is in addition to a federally required whistleblower protection policy. The Non-Profit Association of Oregon offers additional information about grievance procedures for clients found here . DOJ CVSSD's complaint process is found here . ODHS' complaint process is found here .	[X]
Suitability for interacting with minors	The organization/agency has a policy for and is complying with requirements to determine suitability for interacting with minors. For more information, look here .	[X]

I. Financial Risk Self-Assessment

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.

CVSSD is required to review and evaluate potential risks posed by applicants prior to awarding Federal funds (2 CFR § 200.205). CVSSD requires applicants to self-assess for a variety of factors including financial capability or stability, quality of financial systems and management, history of past performance, and results of audits and/or reports. Other self-assessment tools are available ([NAO, OVC Tribal Financial Management Center](#)), should the applicant want to examine its own financial management practices further.

For each statement, select one of three responses. Remember to respond to each statement. When complete, save the form before exiting the page. CVSSD will score the self-assessment to determine if the applicant is low, medium, or high risk. Depending on level of risk and its contributing factors, CVSSD may increase monitoring and technical assistance for the applicant/award recipient.

Applicants may access printable copies of CVSSD's financial and administrative risk assessment questions at [Grant Guidance Documents](#). Helpful tips and resources for successful grant administration are included in the citations and footnotes of the risk assessment documents.

Budget Systems and Financial Planning

Unknown or Not Achieved <i>(Entity must implement this practice)</i>	Partially Achieved <i>(Entity needs to improve)</i>	Fully Achieved <i>(Entity has sound practices)</i>
--	---	--

- We have a comprehensive annual budget which includes all sources and uses of funds for all aspects of operations. [X]
- Our governing body and/or authorized official(s) has a detailed understanding of the annual budget and formally authorizes the annual budget and any revisions made thereafter. [X]
- All grant or contract budget proposals are reviewed by fiscal and programmatic staff before submission to funders. [X]
- Our governing body and/or authorized official(s) have a significant role in directing the use of unrestricted funds and participates in strategic financial planning. [X]
- We consistently maintain an adequate level of cash reserves and have a cash reserve use policy. [X]
- We maintain adequate cash flow to meet our expense obligations. [X]

Financial Management Systems and Internal Controls

Unknown or Not Achieved <i>(Entity must implement this practice)</i>	Partially Achieved <i>(Entity needs to improve)</i>	Fully Achieved <i>(Entity has sound practices)</i>
--	---	--

- We have comprehensive written policies and procedures for fiscal operation (e.g., processing payroll, purchases, accounts payable, accounts receivable, grants management). [X]
- Our actual financial activities are consistent with our written policies and procedures. These written policies and procedures are reviewed and revised regularly. [X]
- We maintain separation of duties to the greatest extent possible within the limitation of our size. [X]
- Individuals who perform authorizing functions (e.g., purchasing, signing checks, adjusting accounts, extending credit) DO NOT also perform recording functions (e.g., disbursements/receipts, cash handling, receiving/depositing checks, maintaining accounts receivable records). [X]
- Individuals who reconcile bank statements to the record of cash receipts and disbursements DO NOT also prepare checks, receive funds, and prepare bank deposits, and/or record receipts. [X]
- When individuals request reimbursement of expenses, they also provide documentation to support the request (e.g., receipts, mileage logs). Individuals who request reimbursement DO NOT authorize their own reimbursements. [X]
- We have written procurement procedures and make procurements on a competitive basis. [X]
- We have written purchasing policies and procedures for cash handling, endorsing checks, issuing receipts for cash transactions, and donations. [X]
- We regularly conduct financial reviews through an independent auditor which are later reviewed by the authorized official(s) or governing body. [X]
- We complete and submit accurate reports to the State of Oregon and IRS on-time and without extensions. [X]

Payroll and Timekeeping

Unknown or Not Achieved <i>(Entity must implement this practice)</i>	Partially Achieved <i>(Entity needs to improve)</i>	Fully Achieved <i>(Entity has sound practices)</i>
--	---	--

<p>Our payroll policies and procedures are clearly documented and consistently followed.</p> <p>Our written timesheets are prepared by all employees, signed by the employee, and approved, in writing, by the employee's direct supervisor.</p> <p>Our written timesheets allow for the employee to designate time worked on a specific project or grant award.</p> <p>We obtain and retain forms W-4 and I-9 for each employee.</p> <p>Our policies regarding overtime, vacation time, sick leave, holiday pay, and other leaves with or without pay are written clearly and reviewed regularly for compliance with state and federal law.</p> <p>Our fringe benefits plans and records are routinely reviewed, documented and in compliance with IRS and U.S. Department of Labor requirements, along with proper tax treatment for all benefits and compensation arrangements.</p> <p>Our governing body or authorized official(s) annually review executive compensation.</p> <p style="padding-left: 20px;">Record keeping practices</p>	<p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p>
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Unknown or Not Achieved <i>(Entity must implement this practice)</i>	Partially Achieved <i>(Entity needs to improve)</i>	Fully Achieved <i>(Entity has sound practices)</i>
--	---	--

<p>We account for federal funds separately.</p> <p>We designate, document and report on all restricted funds and assets.</p> <p>We record cost expenditures by budget cost category as approved.</p> <p>We record matching costs in the accounting system and account for matching costs on federal awards separately.</p> <p>We have a written chart of accounts that clearly establish how the programs are classified within functions and identify how the funding sources are tracked.</p> <p>We have clearly documented our accounting policies and recording procedures in our written fiscal policies and procedures for the organization/agency.</p> <p>We use appropriate computer software and hardware to perform recording functions (e.g., QuickBooks).</p> <p>We maintain primary source documentation such as invoices, receipts, purchase orders, etc. and can provide that documentation when CVSSD asks us to verify our expenses.</p> <p>We have appropriate electronic and physical security procedures to protect the integrity of our computerized accounting records and to prevent unauthorized access and disclosure of accounting passwords and numbers.</p> <p>We back up our accounting records daily and accounting back up data is stored off-site each month.</p> <p>We reconcile all general ledger balance sheet accounts to subsidiary ledgers at least quarterly.</p> <p>We reconcile all cash, payroll liabilities and accounts receivable control accounts at least monthly.</p> <p>We record all property and equipment purchased into a written inventory document. We remove or dispose of items according to policy.</p> <p style="padding-left: 20px;">Risk Assessment and Insurance Coverage</p>	<p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p> <p>[X]</p>
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Unknown or Not Achieved <i>(Entity must implement this practice)</i>	Partially Achieved <i>(Entity needs to improve)</i>	Fully Achieved <i>(Entity has sound practices)</i>
--	---	--

<p>The fiscal planning process includes continuous assessment of risks and identification of insurance coverage needs and appropriate risk management procedures.</p> <p>Risk assessment includes general liability, professional liability, product liability, fire, theft, casualty, workers compensation/occupational safety, board and officer liability, vehicle operation, fraud and dishonest acts.</p>	<p>[X]</p> <p>[X]</p>
--	-----------------------

J. MOUs, Contracts and Subawards with CVSSD Funds

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.
- Double-click on a radio button to uncheck it.

CVSSD expects that strong partnerships will be developed for project implementation purposes and to ensure that the project is effectively responding to the needs of the population being served.

A Memorandum of Understanding is a written agreement that sets the terms and understanding between partners for certain activities that do not involve an exchange of funds.

If grant funds will be paid to an outside entity, the [Checklist for Determining if an Entity Receiving Funds has a Contractor or Subrecipient Relationship](#) should be used as guidance to determine whether a contract or subaward is more appropriate.

A. MEMORANDUM OF UNDERSTANDING - The MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. If the project description indicates a formal collaboration, then a MOU must be completed, signed, and dated by the authorized representative.

Please upload the applicable Memorandum(s) of Understanding. A sample version of the form can be found [here](#).

B. CONTRACTS - A contract is needed when these grant funds will be used to obtain *ancillary* goods or services from an outside entity (contractor) for the applicant's own use or for project participants at the direction of the applicant (the contractor will not make participant eligibility determination and does not have the authority to make decisions regarding the delivery of services and the types of services provided). If this application will include contracting, please respond to the following questions. For guidance on the procurement process click [here](#).

1. Proposed Contract #1

a. Name of proposed contractor:

b. Based on CFR 200.330, applicant has determined that the proposed agreement is a contractual relationship (click [here](#) for the Checklist for determining if an Entity Receiving Funds has a Contractor or Subrecipient Relationship). Upload the completed Checklist below:

c. Did the applicant follow procurement procedures that meet federal standards? (For guidance on the procurement process click [here](#).)

Yes

No

If no, please explain:

d. Is this a sole source contract?

Yes

No

e. Describe the specific product or service the contract is intended to address:

f. Describe how the applicant determined that contracting was the most efficient and effective manner to purchase the good or service:

g. Describe the solicitation efforts that were conducted to select the contractor (if using sole source and no solicitation efforts were made, explain why not):

h. Describe the unique qualifications, abilities or expertise of the contractor to deliver the product or service (if using sole source, also explain why it was necessary to contract non-competitively and how long it would take another contractor to reach the same level of competency):

i. Please upload the applicable contract. Click [here](#) to view the required minimum elements of a contract.

j. Is there an additional contract to include?

Yes

No

C. SUBAWARDS - A subaward is needed when these grant funds will be awarded to an outside entity (subrecipient) to carry out one or more services of the grant-funded project (the subrecipient generally makes participant eligibility determination and has the authority to make decisions regarding the delivery of services and the types of services provided within the scope of the agreement). If this application will include a subaward, please respond to the following questions.

1. Proposed Subaward #1

K. Attachments to Upload (for government entities)

Instructions:

- Please complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.
- To deselect a radio button, double click on it.

1. **Letter of Authorization ***
Any agency who intends to have someone other than the authorized signatory (such as a Board Chair or County Commissioner) sign grant documents must submit a Letter of Authorization. A sample form for the Letter of Authorization can be found [here](#).
 Not Applicable
2. **Certification of Non-Supplanting***
Upload a signed Certification of Non-Supplanting. The required form can be found [here](#).
Certification of Non-Supplanting.pdf
3. **Statement of Compliance ***
Not Applicable
Upload a signed Statement of Compliance or check "Not Applicable" as appropriate. Only new applicants are required to provide a Statement of Compliance. The required form can be found [here](#).
2023 Statement of Compliance - signed.pdf
4. **Certificate of District/City Attorney and Program Director (Victim Assistance Programs only) ***
Please upload a signed Certificate of District/City Attorney and Program Director. The required form can be found [here](#).
2023 DA Certification.pdf
5. **Organizational Chart ***
Upload an organizational chart that shows the internal structure of the organization.
Org Chart VAP Addition.pdf

L. Program Income Narrative

Instructions:

- Please complete this page and click **SAVE**, any errors will be noted at this point.
- Required fields are marked with a *.

Program Income is income that is earned by a Grantee performing program service activities for a fee (typically paid for by the recipient of the service or by a third party, such as an insurance provider). Program income may be earned as a result of activities directly related this VOCA award. Grantees interested in collecting program income from VOCA grant funds should carefully review the [CVSSD Program Income Policy](#) and consider whether they will be able to fully comply with all requirements. Note:

- Grantees may not generate program income on CVSSD administered federal grant funding without prior approval from CVSSD.
- Program income funds are subject to the same allowances and restrictions as the federal grant on which the funds are earned.
- Program income is subject to the same terms and conditions under the VOCA Grant Agreement.

Does your organization earn any program income (typically generated by performing program service activities for a fee that are paid for by the recipient of the service or by a third party)?

Yes

 No

If yes, will the program service activities that result in the generation of program income be financed, in whole or in part, by grant funds included in the budget for this application (consider costs that are *essential* to the collection of program income which could include personnel and supervisory costs, space costs, communication costs, equipment and supply costs, administrative costs, etc.)?

Yes

 No

If no, provide an explanation that substantiates that no grant funds included in the budget for this application will support essential costs that contribute to your agency's ability to deliver the program service activities that result in the collection of program income.

M. Personnel

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.
- Once the page has been saved with no errors, you can click the "Add" button at the top of the page to add additional staff.
- Total salary and personnel expenditure amounts should be for the full two year grant period.

Only include costs for staff providing direct client services and services that can be identified specifically with the project. Personnel costs may include FTE for supervision of direct service staff and completion of project specific records, statistics and reports. Expenses related to any staff performing general administrative duties or duties that cannot be readily identified with the project must be included as 'Indirect/De Minimis Costs' or 'Administrative Costs' on the 'Services and Supplies' form. General administrative duties include, but are not limited to, salaries and expenses of executive directors, personnel administration and fiscal administration.

1. Position Title:	<i>Victim Advocate</i>			
	VOCA Grant Funds	VOCA Program Income	CFA	Total
2. <u>Two year salary funded by this grant:</u>	\$147,391.00	\$0.00	\$0.00	\$147,391.00
3. <u>Total two year salary for 1 full-time equivalent (1 FTE):</u>				\$147,391.00
Please show the annual salary and the percentage of time the staff position is to be allocated to the project. Refer to the Application Instructions for a more detailed explanation and a calculation example. <i>Victim Advocate Year 1 salary= \$72,813</i> <i>Victim Advocate Year 2 salary \$74,578</i>				
	VOCA Grant Funds	VOCA Program Income	CFA	Total
4. <u>Two year personnel expenses funded by this grant:</u>	\$101,572.00	\$	\$	\$101,572.00
5. <u>Total two year personnel expenses for 1 full-time equivalent (1 FTE):</u>				\$101,572.00
Please indicate the dollar amount and the rate used to calculate the personnel costs of the staff position to be allocated to the project and include a list of the personnel costs included in the calculation (FICA, UI, Workers' Compensation, health insurance, retirement, etc.). Refer to the Application Instructions for a more detailed explanation and a calculation example. <i>Victim Advocate Year 1 Benefits = \$49,053</i> <i>Victim Advocate Year 2 Benefits= \$52,519</i>				
	VOCA Grant Funds	VOCA Program Income	CFA	Total
6. <u>FTE funded by this grant:</u>	1.00	0.00	0.00	1.00
7. <u>What are the top five (5) major direct service activities to be performed by this proposed VOCA/CFA funded staff member?</u>				
	<i>Provide information about victims' rights</i>			
	<i>Assist with restitution</i>			
	<i>Assist in applying for crime victims compensation</i>			
	<i>Notify victim of critical stages</i>			
	<i>Crisis intervention</i>			

M. Personnel

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.
- Once the page has been saved with no errors, you can click the "Add" button at the top of the page to add additional staff.
- Total salary and personnel expenditure amounts should be for the full two year grant period.

Only include costs for staff providing direct client services and services that can be identified specifically with the project. Personnel costs may include FTE for supervision of direct service staff and completion of project specific records, statistics and reports. Expenses related to any staff performing general administrative duties or duties that cannot be readily identified with the project must be included as 'Indirect/De Minimis Costs' or 'Administrative Costs' on the 'Services and Supplies' form. General administrative duties include, but are not limited to, salaries and expenses of executive directors, personnel administration and fiscal administration.

1.	Position Title:	<i>Victim Advocate</i>		
		VOCA Grant Funds	VOCA Program Income	CFA
				Total
2.	Two year salary funded by this grant:	\$147,391.00	\$	\$
3.	Total two year salary for 1 full-time equivalent (1 FTE):			\$147,391.00
	Please show the annual salary and the percentage of time the staff position is to be allocated to the project. Refer to the Application Instructions for a more detailed explanation and a calculation example.			
	<i>Victim Advocate Year 1 salary= \$72,813</i>			
	<i>Victim Advocate Year 2 salary \$74,578</i>			
		VOCA Grant Funds	VOCA Program Income	CFA
				Total
4.	Two year personnel expenses funded by this grant:	\$101,572.00	\$	\$
5.	Total two year personnel expenses for 1 full-time equivalent (1 FTE):			\$101,572.00
	Please indicate the dollar amount and the rate used to calculate the personnel costs of the staff position to be allocated to the project and include a list of the personnel costs included in the calculation (FICA, UI, Workers' Compensation, health insurance, retirement, etc.). Refer to the Application Instructions for a more detailed explanation and a calculation example.			
	<i>Victim Advocate Year 1 Benefits = \$49,053</i>			
	<i>Victim Advocate Year 2 Benefits= \$52,519</i>			
		VOCA Grant Funds	VOCA Program Income	CFA
				Total
6.	FTE funded by this grant:	1.00	0.00	0.00
7.	What are the top five (5) major direct service activities to be performed by this proposed VOCA/CFA funded staff member?			
	<i>Provide information about victims' rights</i>			
	<i>Assist with restitution</i>			
	<i>Assist in applying for crime victims compensation</i>			
	<i>Notify victim of critical stages</i>			
	<i>Crisis intervention</i>			

M. Personnel

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.
- Once the page has been saved with no errors, you can click the "Add" button at the top of the page to add additional staff.
- Total salary and personnel expenditure amounts should be for the full two year grant period.

Only include costs for staff providing direct client services and services that can be identified specifically with the project. Personnel costs may include FTE for supervision of direct service staff and completion of project specific records, statistics and reports. Expenses related to any staff performing general administrative duties or duties that cannot be readily identified with the project must be included as 'Indirect/De Minimis Costs' or 'Administrative Costs' on the 'Services and Supplies' form. General administrative duties include, but are not limited to, salaries and expenses of executive directors, personnel administration and fiscal administration.

1. Position Title:	<i>Victims Assistance Program Manager</i>			
	VOCA Grant Funds	VOCA Program Income	CFA	Total
2. <u>Two year salary funded by this grant:</u>	\$	\$	\$224,396.00	\$224,396.00
3. <u>Total two year salary for 1 full-time equivalent (1 FTE):</u>				\$236,722.00
Please show the annual salary and the percentage of time the staff position is to be allocated to the project. Refer to the Application Instructions for a more detailed explanation and a calculation example. <i>Year 1 Program Director Salary = \$116,934</i> <i>Year 2 Program Director Salary= \$119,788</i>				
	VOCA Grant Funds	VOCA Program Income	CFA	Total
4. <u>Two year personnel expenses funded by this grant:</u>	\$42,334.00	\$	\$0.00	\$42,334.00
5. <u>Total two year personnel expenses for 1 full-time equivalent (1 FTE):</u>				\$131,157.00
Please indicate the dollar amount and the rate used to calculate the personnel costs of the staff position to be allocated to the project and include a list of the personnel costs included in the calculation (FICA, UI, Workers' Compensation, health insurance, retirement, etc.). Refer to the Application Instructions for a more detailed explanation and a calculation example. <i>Program Director Year 1 benefits = \$63,586</i> <i>Program Director Year 2 benefits= \$67,571</i>				
	VOCA Grant Funds	VOCA Program Income	CFA	Total
6. <u>FTE funded by this grant:</u>	.12	0.00	.61	.73
7. <u>What are the top five (5) major direct service activities to be performed by this proposed VOCA/CFA funded staff member?</u>				
	<i>Notify victims of critical stages</i>			
	<i>Assist with restitution</i>			
	<i>Provide information about the criminal justice system</i>			
	<i>Provide information about victims' rights</i>			
	<i>Criminal advocacy</i>			

N. Contracts and Subawards

Instructions:

- Complete the page and click **SAVE**, calculations will run and any errors will be noted at this point.
- Each contractor and subawardee's name will be autopopulated from Form J. MOUs, Contracts, and Subawards. All other information will need to be completed for each contract or subaward.

Each contract/subaward section will only populate if there is a contractor/subawardee name entered on Form J. MOUs, Contracts, and Subawards. If you need to add a contract or subaward start by entering it on Form J.

TOTAL CONTRACTS/SUBAWARDS	VOCA Grant Funds	VOCA Program Income	CFA
Total contract/subaward costs:	\$0.00	\$0.00	\$0.00

O. Services and Supplies

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.

1. Travel	VOCA Grant Funds	VOCA Program Income	CFA	Total
Total travel costs funded by this grant:	\$	\$	\$	\$0.00

Describe travel expenses of project staff (travel to attend meetings, travel for outreach, client transport, and any other travel not related to attendance at training), show the basis of the computation (# of miles, cost per mile), and explain how the travel costs are necessary and beneficial to the project.

2. Training

Training Name and Link to Training Description (If Available)	Location	Approximate Date	Number of Attendees	VOCA Grant Funds	VOCA Program Income	CFA	Total
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
Training Totals:				\$0.00	\$0.00	\$0.00	\$0.00

All travel costs will be based on the organization's or program's travel policy. Per diem rates will not exceed the federal per diem rates found at www.gsa.gov/travel-resources. A specific breakdown of actual costs will be provided during financial reporting.

Provide any notes regarding the trainings listed above and explain how the training is necessary and beneficial to the project.

3. Conducting Training

Training Name and Link to Training Description (If Available)	Location	Approximate Date	Number of Attendees	VOCA Grant Funds	VOCA Program Income	CFA	Total
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
				\$	\$	\$	\$0.00
Conducting Training Totals:				\$0.00	\$0.00	\$0.00	\$0.00

All travel costs will be based on the organization's or program's travel policy. Per diem rates will not exceed the federal per diem rates found at www.gsa.gov/travel-resources. A specific breakdown of actual costs will be provided during financial reporting.

Provide any notes regarding the trainings listed above and explain how the training is necessary and beneficial to the project.

4. Office Supplies	VOCA Grant Funds	VOCA Program Income	CFA	Total
Total office supply costs funded by this grant:	\$	\$	\$	\$0.00

General office supplies, postage, printing/copying, and equipment rental should all be included here. List items by type (office supplies, copy paper, expendable equipment costing less than \$5,000 and having a useful life less than one year, etc.), explain how the cost estimate was determined, and provide an explanation for how these supplies are necessary and beneficial to the project. Generally, supplies include any materials that are expendable or consumed during the course of the project.

5. Agency Rent/Utilities	VOCA Grant Funds	VOCA Program Income	CFA	Total
Total rent/utilities costs funded by this grant:	\$	\$	\$	\$0.00

The applicant does not own the building for which rent costs will be charged, or the costs are for utilities or other allowable occupancy costs, not mortgage costs. Describe the type of rent cost (office space, training space, storage space, etc.), explain how the cost was determined (cost per square foot, monthly rent, room fee, etc.), the basis for the computation, and provide an explanation for how this cost is necessary and beneficial to the project.

6. Emergency Services	VOCA Grant Funds	VOCA Program Income	CFA	Total
Total emergency services costs funded by this grant:	\$	\$	\$	\$0.00

Describe the specific types of emergency services to be provided, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

7. Capital Outlay	VOCA Grant Funds	VOCA Program Income	CFA	Total
Total capital outlay costs funded by this grant:	\$	\$	\$	\$0.00

List each non-expendable item to be purchased, the cost for each item, and the pro-rated portion allocated to this project, unless the item is being purchased exclusively for this project. Explain how the item to be purchased is necessary for the success of the project. Capital purchases are those that have a purchase price equal to or greater than your agency's capitalization limit and a useful life of more than one year. Expendable items should be included in Office Supplies and rented or leased items should be included in Equipment Rental. See Guidance on the Procurement Process for clarification of federal requirements.

8. Indirect/De Minimis Costs	VOCA Grant Funds	VOCA Program Income	CFA	Total
Total indirect/de minimis costs funded by this grant:	\$	\$	\$	\$0.00

The applicant has an indirect cost rate agreement, proposal, or certificate and this has been uploaded under Organization Details.

The applicant intends to charge the indirect cost rate of: 5.000%

The applicant intends to charge a reduced indirect cost rate of: %

The applicant intends to waive its indirect cost rate for this award. (As required by Uniform Guidance, these costs will be applied consistently across federal awards, but in this case will be covered with other funds.)

The agency has an established de minimis rate.

The applicant intends to charge the 10% de minimis rate.

The applicant intends to charge a reduced de minimis rate of: %

The applicant intends to waive the 10% de minimis cost rate for this award. (As required by Uniform Guidance, these costs will be applied consistently across federal awards, but in this case will be covered with other funds.)

The applicant has neither an indirect nor de minimis rate therefore any administrative costs charged to the grant will be directly charged and included in the "Administrative Costs category instead.

9. Administrative Costs	VOCA Grant Funds	VOCA Program Income	CFA	Total
Total administrative costs funded by this grant:	\$	\$	\$	\$0.00

Administrative costs may be charged directly. These costs must be directly related to the project and can not exceed 10% of the total budget amount. Provide a detailed explanation of the administrative costs to be funded by this grant in (e.g., staff FTE, fiscal services, IT services, HR services, general liability insurance, audit costs), the method used by the applicant to equitably allocate administrative costs, and how these costs are necessary and beneficial to the project.

10. Other Costs				
Description	VOCA Grant Funds	VOCA Program Income	CFA	Total
	\$	\$	\$	\$0.00
Computation of cost and description of how it benefits the project:				
Description	VOCA Grant Funds	VOCA Program Income	CFA	Total
	\$	\$	\$	\$0.00
Computation of cost and description of how it benefits the project:				
Description	VOCA Grant Funds	VOCA Program Income	CFA	Total
	\$	\$	\$	\$0.00
Computation of cost and description of how it benefits the project:				
	VOCA Grant Funds	VOCA Program Income	CFA	Total
Other Costs Total:	\$0.00	\$0.00	\$0.00	\$0.00

P. VOCA Match

Instructions:

- Complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.
- Required fields are marked with a *.
- To see the total amount of match required for the grant, go to Form Q: Budget Summary.

All required match is waived in full effective October 1, 2023-September 30, 2025.

Mandatory match waiver determination form (for CVSSD use):

Total Match		
Total Cash Match:	\$	
Total In-Kind Match:	\$	
Total Match Provided:	\$0.00	
Total Waiver Requested:		\$
Total Match plus Waivers:		\$0.00

Q. Budget Summary

Instructions:

- Please click **SAVE** before looking at any amounts on this page. Totals and any errors will appear once you click SAVE.
- This page shows an overall summary of your proposed grant budget. The information is being populated from Forms N-R. Please go to those budget forms to make changes as needed.

	VOCA Grant Funds	VOCA Program Income	CFA	Total
1. Total Requested:	\$540,260.00	\$0.00	\$224,396.00	\$764,656.00
2. Total Administrative Funds Allowable*:	\$54,026.00	\$0.00	\$22,439.60	\$76,465.60

* The calculation provided under "Total Administrative Funds Allowable" may need adjusting depending on the exact costs included in the proposed budget. Your Fund Coordinator may ask you to adjust administrative costs as necessary during the modification process.

Total Project

3. **Match Waived:** \$135,065.00
4. **VOCA Budget Summary**

Personnel	VOCA Grant Funds	VOCA Program Income	Total Project
Salary	\$294,782.00	\$0.00	\$294,782.00
Personnel Expenses	\$245,478.00	\$	\$245,478.00
Total Personnel	\$540,260.00	\$0.00	\$540,260.00
Services & Supplies	VOCA Grant Funds	VOCA Program Income	Total Project
Contracts & Subawards	\$0.00	\$0.00	\$0.00
Travel	\$	\$	\$0.00
Training	\$0.00	\$0.00	\$0.00
Conducting Training	\$0.00	\$0.00	\$0.00
Office Supplies	\$	\$	\$0.00
Rent	\$	\$	\$0.00
Emergency Services	\$	\$	\$0.00
Capital Outlay	\$	\$	\$0.00
Indirect/De Minimis	\$	\$	\$0.00
Administrative	\$	\$	\$0.00
	\$	\$	\$0.00
	\$	\$	\$0.00
	\$	\$	\$0.00
Total Services & Supplies	\$0.00	\$0.00	\$0.00
Total	\$540,260.00	\$0.00	\$540,260.00

5. CFA Budget Summary

Personnel	CFA Grant Funds
Salary	\$224,396.00
Personnel Expenses	\$0.00
Total Personnel	\$224,396.00
Services & Supplies	CFA Grant Funds
Contracts & Subawards	\$0.00
Travel	\$
Training	\$0.00
Conducting Training	\$0.00
Office Supplies	\$
Rent	\$
Emergency Services	\$
Capital Outlay	\$
Indirect/De Minimis	\$
Administrative	\$
	\$
	\$
	\$
Total Services & Supplies	\$0.00
Total	\$224,396.00

Attachments

Instructions:

- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Attachments	
Description	
File name	
Comments	