



TILLAMOOK COUNTY

BOARD OF COMMISSIONERS

NOTICE OF MEETING AGENDAS

BOARD OF COMMISSIONERS

Erin D. Skaar, Chair
eskaar@co.tillamook.or.us

Mary Faith Bell, Vice-Chair
mfbell@co.tillamook.or.us

David Yamamoto, Commissioner
dyamamoto@co.tillamook.or.us

CONTACT

Tillamook County Courthouse
201 Laurel Avenue
Tillamook, Oregon 97141
503.842.3403
www.co.tillamook.or.us

COMMUNITY UPDATE MEETING

Tuesday, August 15, 2023 at 8:00 a.m.
Teleconference and KTEL-FM at 95.9

BOARD MEETING

Wednesday, August 16, 2023 at 9:00 a.m.
Board of Commissioners' Meeting Room 106
County Courthouse, Teleconference, and Live Video at tctvonline.com

AGENDAS

COMMUNITY UPDATE – 2023-08-15 COMMUNITY UPDATE AUDIO.MP4 **(Commissioners Skaar and Bell Absent – Out of Office)**

CALL TO ORDER: Tuesday, August 15, 2023 8:00 a.m.

1. 00:38 Welcome and Board of Commissioners' Roll Call
2. 00:58 Adventist Health Tillamook
3. 04:46 Tillamook County Community Health Center
4. 09:35 Nehalem Bay Health Center & Pharmacy
5. 13:47 Emergency Management
6. 19:21 Sheriff's Office
7. 23:59 Board of Commissioners
8. Cities
 - 32:21 Manzanita
 - 35:29 Rockaway Beach
 - 38:51 Bay City
 - 40:58 South County

ADJOURN – 08:42 a.m.

MEETING – 2023-08-16 BOCC MEETING AUDIO.MP4
(Commissioner Bell Absent – Out of Office)

CALL TO ORDER: Wednesday, August 16, 2023 9:00 a.m.

1. 02:24 Welcome & Request to Sign Guest List
2. 02:28 Pledge of Allegiance
3. ----- Public Comment: There were none.
4. 02:52 Non-Agenda Items:
Announcement Regarding Commissioner Bell Absence and Agenda Item Postponement/Commissioner Erin Skaar

PRESENTATION

5. 03:08 Tillamook County Library 2023-2027 Strategic Plan/Don Allgeier, Library Director

CONSENT CALENDAR

6. 32:50 New Outlet and Limited On-Premises Sales Liquor License Application for the Outpost on the River Restaurant

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board approved the consent calendar.

LEGISLATIVE – ADMINISTRATIVE

7. ----- Discussion and Consideration of a Resolution Proclaiming the Month of September as "National Emergency Preparedness Month" in Tillamook County, Oregon/Randy Thorpe, Director, Emergency Management

AGENDA ITEM POSTPONED

8. 33:34 Discussion and Consideration of a Grant Application to Oregon Health Sciences University Knight Cancer Institute Community Partnership Program/Marlene Putman, Administrator, Health & Human Services

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board approved the grant application.

9. 41:42 Discussion and Consideration of a Personal Services Agreement 23/24-004 with Ready Northwest LLC for Public Health Emergency Preparedness (PHEP) Coordination and Support Services/Marlene Putman, Administrator, Health & Human Services

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed the agreement.

10. 50:21 Discussion and Consideration of a Resolution in the Matter of Proclaiming August 31 as "Overdose Awareness Day" in Tillamook County, Oregon/Marlene Putman, Administrator, Health & Human Services
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed #R23-015.
11. 59:04 Discussion and Consideration of a Flexible Service Maintenance Agreement #73000-00021822 with the State of Oregon Department of Transportation to Share Road and Highway Maintenance Services/Chris Laity, Director, Public Works
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Chair signed the agreement.
12. 1:02:47 Discussion and Consideration of Amendment Number 04 to Local Agency Agreement No. 31444 for the Emergency Relief Program on the Dick Creek Bridge (Bayocean Road) Project/Chris Laity, Director, Public Works
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed the amendment.
13. 1:08:57 Discussion and Consideration of a Prevailing Wage Rate Contract for Construction with Farline Bridge, Inc. for the Big Trout Bridge Emergency Repair Project 2023/Chris Laity, Director, Public Works
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed the contract.
14. 1:15:17 Discussion and Consideration of a 2023-2025 Victims of Crime Act (VOCA) and Criminal Account (CFA) Non-Competitive Grant Application and Authorization Letter with the Oregon Department of Justice/Kristina Vatne, Victims Assistance Program Coordinator
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Chair signed the letter.
15. 1:21:08 Discussion and Consideration of a Professional Services Agreement with Paul E. Betlinski, M.D., for Medical Examiner Services/Christina Arthur, Office Manager, District Attorney's Office
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed the agreement.

16. 1:24:31 Discussion and Consideration of Modification #3 to Agreement #1976 with the South Tillamook County Library Club for a Lease Extension/Don Allgeier, Library Director
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed the modification.
17. 1:27:12 Discussion and Consideration of an Application for the Oregon State Library Ready To Read Grant 2024 Program/Don Allgeier, Library Director
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board approved the application.
18. 1:29:59 Discussion and Consideration of an Oregon Department of Veterans' Affairs (ODVA) County Application for ODVA Funds for Fiscal Year 2024: July 1, 2023 to June 30, 2024/Nick Torres, Veterans Service Officer, Veterans Services
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Chair signed the application.
19. 1:34:02 Discussion and Consideration of a Professional Services Agreement with Alan Rappleyea for Local Government Hearings Officer Services/William K. Sargent, County Counsel
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Chair signed the agreement.
20. 1:40:50 Discussion and Consideration of a Memorandum of Agreement with Tillamook County Community Action Resource Enterprises Inc. (CARE) for a Coordinated Homeless Services Office/Commissioner Erin Skaar
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed the agreement.
21. 1:42:34 Discussion and Consideration of a Resolution in the Matter of Authorizing the Execution of Documents Concerning the Purchase of Real Property Owned by Odger Gene Rawe/Rachel Hagerty, Chief of Staff
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed #R23-016.
22. 1:45:51 Discussion and Consideration of an Order in the Matter of Designating the Tillamook Bay Watershed Council as a Watershed Council/Rachel Hagerty, Chief of Staff
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board signed Order #23-055.

23. 1:57:22 Discussion and Consideration of an Application for Permit at Bayocean Peninsula by Ultimook Track Club 8/18-8/19/2023/Rachel Hagerty, Chief of Staff
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Chair signed the permit.
24. 1:59:03 Discussion and Consideration of a Letter of Interest to the Oregon Tourism Commission 2023-2025 Competitive Grants Program for the Kiwanda Corridor Project/Rachel Hagerty, Chief of Staff
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with two aye votes. The Board approved the letter of interest.
25. 2:02:32 Board Concerns:
Filling Commissioner Yamamoto's Position/Rachel Hagerty, Chief of Staff
26. 2:11:44 Board Announcements

ADJOURN – 11:12 a.m.

JOIN THE BOARD OF COMMISSIONERS' MEETINGS

The board is committed to community participation and provides opportunity for public attendance during meetings via in-person and teleconference.

- **Community Update Meetings: Tuesdays at 8:00 a.m.**
 - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
 - Radio: KTIL-FM at 95.9

- **Board Meetings: Wednesdays at 9:00 a.m.**
 - County Courthouse: Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook
 - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
 - Live Video: tctvonline.com

MEETING INFORMATION AND RULES

- Matters for discussion and consideration by the board shall be placed on an agenda prepared by the staff and approved by the board chair. Any commissioner may request items on the agenda.
- Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
- Commissioners shall be addressed by their title followed by their last name.
- Commissioners shall obtain approval from the chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the chair shall allow an opportunity, by the commissioner who has the floor, to ask immediate follow-up questions.
- A majority of the board shall constitute a quorum and be necessary for the transaction of business.
- All board meeting notices are publicized in accordance with public meeting laws.
- All board meetings shall commence with the Pledge of Allegiance.
- The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- The board reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 192.660(1).
- The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

PUBLIC COMMENT

- Providing public comment is an opportunity for constituents to be heard and express their views to the board.
- The board allows public comment at board meetings during the public comment period designated on the agenda.
- Comments are limited to one per person and per agenda item.
- Comments must be related to the agenda item(s) previously registered to comment on.
- The allotted time for public comments is two minutes per person; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.
- The public comment opportunity is not a discussion, debate, or dialogue between the speaker and the board, which may or may not respond.
- Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping.
- Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- Failure to follow all rules and procedures may result in not being able to provide public comment and/or being removed from the meeting.

In-Person Procedures

- Sign in before the meeting begins and indicate your desire to provide public comment and which agenda item you would like to comment on. When your name is announced, please come forward to the table placed in front of the dais and for the record, first identify yourself, area of residence, and organization represented, if any.

Virtual Procedures

- Register by sending an email to publiccomments@co.tillamook.or.us by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain all of the following information:
 - Full name, area of residence, and phone number.
 - Agenda item(s), you wish to comment on.
- Once registered, and before the start of the meeting, board staff will email a Microsoft Teams meeting link.
- When logged in to the meeting you must remain muted with your camera off until your name is called, then you unmute and turn on your camera.
- The chair may require those providing virtual comment to turn on their camera while providing comment or testimony.

Written Procedures

- Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: publiccomments@co.tillamook.or.us.
- Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

AGENDAS

COMMUNITY UPDATE

CALL TO ORDER: Tuesday, August 15, 2023 8:00 a.m.

1. Welcome and Board of Commissioners' Roll Call
2. Adventist Health Tillamook
3. Coastal Caucus
4. Tillamook County Community Health Center
5. Nehalem Bay Health Center & Pharmacy
6. Tillamook Family Counseling Center
7. Sheriff's Office
8. Emergency Management
9. Board of Commissioners
10. Cities
 - a. Manzanita
 - b. Nehalem
 - c. Wheeler
 - d. Rockaway Beach
 - e. Garibaldi
 - f. Bay City
 - g. Tillamook
 - h. South County

ADJOURN

MEETING

CALL TO ORDER: Wednesday, August 16, 2023 9:00 a.m.

1. Welcome & Request to Sign Guest List
2. Pledge of Allegiance
3. Public Comment
4. Non-Agenda Items

PRESENTATION

5. Tillamook County Library 2023-2027 Strategic Plan/Don Allgeier, Library Director

CONSENT CALENDAR

6. New Outlet and Limited On-Premises Sales Liquor License Application for the Outpost on the River Restaurant

LEGISLATIVE – ADMINISTRATIVE

7. Discussion and Consideration of a Resolution Proclaiming the Month of September as “*National Emergency Preparedness Month*” in Tillamook County, Oregon/Randy Thorpe, Director, Emergency Management
8. Discussion and Consideration of a Grant Application to Oregon Health Sciences University Knight Cancer Institute Community Partnership Program/Marlene Putman, Administrator, Health & Human Services
9. Discussion and Consideration of a Personal Services Agreement 23/24-004 with Ready Northwest LLC for Public Health Emergency Preparedness (PHEP) Coordination and Support Services/Marlene Putman, Administrator, Health & Human Services
10. Discussion and Consideration of a Resolution in the Matter of Proclaiming August 31 as “*Overdose Awareness Day*” in Tillamook County, Oregon/Marlene Putman, Administrator, Health & Human Services
11. Discussion and Consideration of a Flexible Service Maintenance Agreement #73000-00021822 with the State of Oregon Department of Transportation to Share Road and Highway Maintenance Services/Chris Laity, Director, Public Works
12. Discussion and Consideration of Amendment Number 04 to Local Agency Agreement No. 31444 for the Emergency Relief Program on the Dick Creek Bridge (Bayocean Road) Project/Chris Laity, Director, Public Works
13. Discussion and Consideration of a Prevailing Wage Rate Contract for Construction with Farline Bridge, Inc. for the Big Trout Bridge Emergency Repair Project 2023/Chris Laity, Director, Public Works

BOARD OF COMMISSIONERS' BOARD MEETING

Wednesday, August 16, 2023

	Present	Absent		Present	Absent
Erin Skaar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rachel Hagerty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Faith Bell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill Sargent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Yamamoto	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

PLEASE PRINT

Name **Email or Address** **Item of Interest**

Nicholas Torres Veterans

Kristina Vano DAVAP

Christine Arthur DA

Jeremy Dietrich DA

(Please use reverse if necessary)

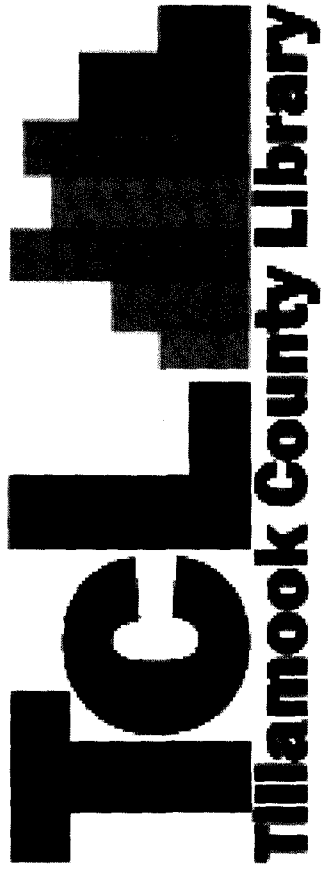
TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

WEDNESDAY, August 16, 2023

PUBLIC COMMENT SIGN-IN SHEET

PLEASE PRINT

NAME	AREA OF RESIDENCE	NAME OF ORGANIZATION (IF ANY)	AGENDA ITEM
<i>There were no sign-ups</i>			



2023 - 2027 Strategic Plan



How can the Tillamook
County Library meet the
unique and critical needs
of the people it serves in
the next five years?

A Broad Process of Community Engagement

- 8 public listening sessions (at libraries, on Zoom)
- 5 library board discussions
- 3 county commissioner interviews
- 3 staff listening sessions
- 1 library Friends and Foundation members listening session
- 1 community survey

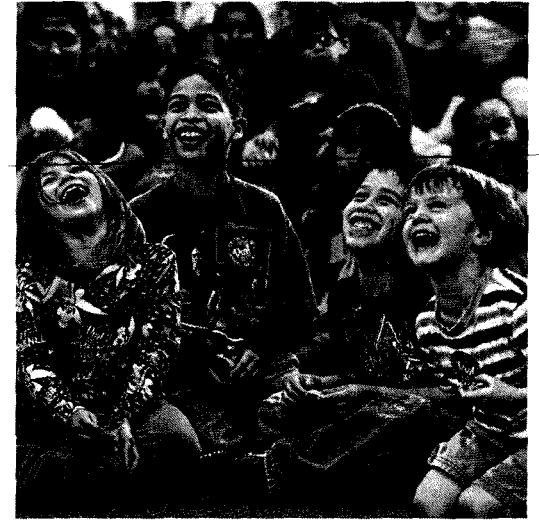


2023 Strategic Plan

Three Priority Areas

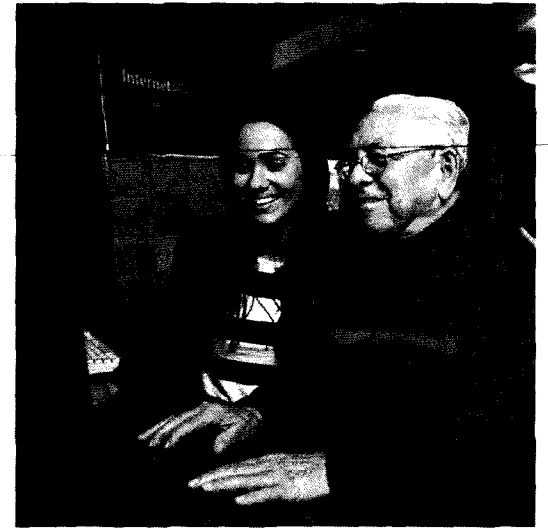
Lifelong Learning
Access to Library Services
Inclusion and Respect

Lifelong Learning



- ▷ Expand services to Spanish speakers, school age children, and seniors.
- ▷ Develop a dynamic and effective adult literacy program.

Lifelong Learning



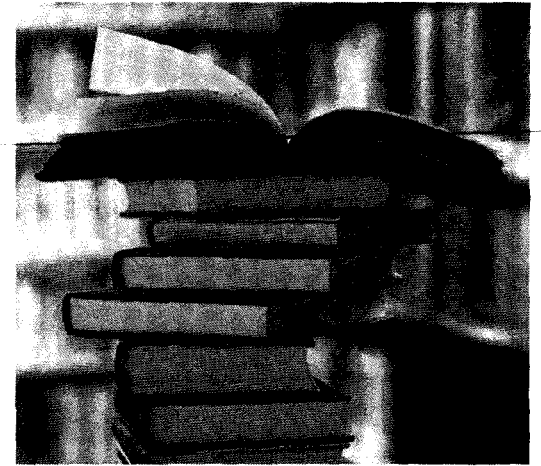
- ▷ Offer a wide variety of cultural and educational public programs.
- ▷ Offer individual appointments to support learning with technology and library resources.

Access to Library Services



- ▷ Enhance outreach services, including the bookmobile.
- ▷ Explore opportunities to increase the library's presence in South County.

Access to Library Services



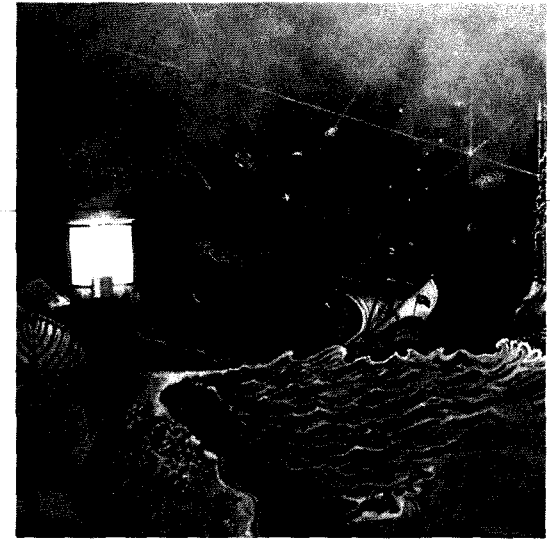
- ▷ Increase access to digital materials while maintaining quality print materials.
- ▷ Explore opportunities to provide additional materials and services in partnership with other coastal libraries.

Inclusion and Respect



- ▷ Support intellectual freedom by offering age-appropriate collections, programming and displays that support a wide range of viewpoints.
- ▷ Create opportunities for residents to meaningfully connect about community issues.

Inclusion and Respect



- ▷ Provide technology tools and resources to bridge the digital divide and increase digital literacy.
- ▷ Develop opportunities for community members to volunteer at the library.

Building on the success of the last strategic plan

Percentage of survey respondents who agreed or strongly agreed with the following statements	2016	2022
<i>The library helps build a better community through learning and knowledge.</i>	91%	95%
I am satisfied with the services provided by the library	84%	91%
<i>The library is easy and convenient for me to use.</i>	84%	93%
The library provides good value to the community.	93%	96%

Thanks!

OHSU KNIGHT CANCER INSTITUTE

Community Partnership Program

Request for proposals 2023-2

July, 2023



Key dates

This document outlines the information needed by a prospective applicant to submit a Community Partnership Program proposal. Please read the entire document and contact us with any questions or comments.

Published July, 2023.

Request for proposals information session	Wednesday, July 26, 2023, at 9 a.m.
Intent to apply deadline	Friday, August 11, 2023, at noon
Full proposal deadline	Friday, September 8, 2023, at noon
Notification of funding	Late November 2023
Project preparation period	Begins immediately following funding notification

Distribution of funds

Distribution depends on administrative requirements including those related to human subjects protection. Approval from an Institutional Review Board (IRB) will be necessary for projects that are determined to be human subjects research and may take several months.

Contact

For more information visit www.ohsuknightcancer.com/community-grants or contact us at KnightCancerCRO@ohsu.edu or 503-418-8077.



Contents

About the Community Partnership Program	4
Eligibility requirements	5
Budget guidance	7
Applicant resources and support	8
Funded grantee resources	9
Grant requirements	9
Grant tiers overview and details	10
Appendix 1 - How to submit a proposal	14
Appendix 2 - Intent to apply questions	15
Appendix 3 - Proposal questions	17
Appendix 3A - Tier 1 narrative questions and review criteria	20
Appendix 3B - Tier 2 and 3 narrative questions and review criteria	23



About the Community Partnership Program

The OHSU Knight Cancer Institute created the Community Partnership Program (CPP) to support the development of sustainable collaborations with Oregon communities to address community-identified cancer needs. Grants will fund projects anywhere along the cancer continuum from prevention and early detection to survivorship. Proposals that focus on addressing and/or are working directly with populations facing cancer-related health disparities are highly encouraged.

Funding is available in three different tiers: Tier 1 (Define Need), Tier 2 (Develop and Pilot) and Tier 3 (Evaluate and Sustain). These tiers provide the framework and resources to build projects over time while allowing for funding opportunities to be open to as wide a variety of applicants as possible.

Mission and Guiding Principles

The mission of the Community Partnership Program is to work hand in hand with Oregon communities as allies in the Knight Cancer Institute's efforts to end cancer as we know it. Through grantmaking, training/technical assistance and networking we aim to:

- Support Oregon communities in identifying and addressing their most pressing cancer-related needs.
- Enhance collaboration between Oregon communities and OHSU to address local cancer issues and cancer health disparities.
- Foster the skills and abilities of Oregon communities to ensure efforts to address local cancer issues are sustainable long-term.

Addressing cancer-related health disparities

The Community Partnership Program highly encourages proposals that address cancer-related health disparities and increase equity for Oregon communities that have been historically disadvantaged and/or marginalized. Organizations that are led by and/or those that are committed to serving populations facing cancer health disparities are highly encouraged to apply.

As defined by the National Cancer Institute, cancer-related health disparities are adverse differences among specific population groups in cancer incidence (new cases), cancer prevalence (all existing cases), cancer death (mortality), cancer survivorship, and burden of cancer or related health conditions.

By supporting communities who aim to eliminate cancer-related health disparities, the Community Partnership Program can help reduce the disproportionate impact of cancer. Proposals that use evidence-based approaches to address cancer-related health disparities, including disparities related to race, ethnicity, socioeconomic status, gender identity, sexual orientation, geographic location and disability are highly encouraged. Supporting resources are available on our [website](#).

Eligibility Requirements

Individuals affiliated with community groups/organizations, schools, government bodies, health/medical clinics, health systems or businesses may apply. OHSU employees, students, divisions or departments are not eligible to apply. While the Community Partnership Program encourages collaboration between community organizations and experts in the field, funds are not intended to solely support the work of an individual who is not affiliated with a community organization.

Individuals affiliated with an academic institution or university are required to partner with a local community-based organization to ensure funds are invested into the target community. This partnership should include collaboration on proposal development and, if funded, the community partner should contribute to or lead project implementation.

The Community Partnership Program may limit the number of grants made to an organization in a single cycle or cumulatively. In addition, our Steering Committee may prioritize applications that propose a unique or innovative project, thereby reserving the right to deny the funding of proposals that duplicate or are similar in scope to other previously funded and/or proposed CPP projects.

Applicants from a previous cycle

Applicants who have previously submitted a proposal and did not receive funding are encouraged to resubmit a proposal up to a maximum of two times. Please see resubmission instructions in [Appendix 1](#).

Submitting more than one proposal per cycle

Applicants are welcome to submit more than one proposal per cycle. However, each proposal should have clearly distinct objectives with no overlap. For example, two proposals with the same objectives proposed in two different geographic regions would not be eligible to move forward in the review process. Please consider your organizational capacity and strategy if submitting more than one proposal and [contact us](#) with any questions.

Current and past grantees

Organizations and individuals that previously received funding through the program must be in good standing per the terms of the associated award letter to submit any proposal.

An individual may only hold two active Community Partnership Program grants at the same time. An individual with one active grant may submit a new proposal, with new objectives to develop a new and different project. If funded, this counts as a second project, and the individual is not eligible to apply for another grant until one project is completed ([Table 1](#)). An organization may receive a maximum of two Tier 2 or two Tier 3 grants for a single project/concept.

An individual with an active grant may submit a new proposal, with new objectives, to continue development of the same project if the current funding period (inclusive of any no-cost extension) ends prior to the next cycle start date ([Table 1](#)). A new grant cannot be used to complete the same objectives described in a previously funded proposal. For the purposes of eligibility, this scenario counts as one project.

Table 1: Eligibility to Apply for Community Partnership Program

SCENARIO	END DATE	ELIGIBLE TO APPLY FOR	NEXT PROJECT START DATE
----------	----------	-----------------------	-------------------------

Hold one active grant and want to continue same project	Project ends by December 31, 2023*	RFP 2023-2 (released July 2023)	Feb. 1, 2024
---	------------------------------------	---------------------------------	--------------

SCENARIO	ELIGIBILITY
----------	-------------

Hold one active grant and want to develop a new project	Eligible to submit a new proposal for a new project with new objectives in any upcoming RFP
---	---

Hold two active grants and want to develop a new project or continue a currently funded project for another grant (see above for dates).	One project must end* before the next project start date in order to apply.
--	---

Has received two Tier 2 or Tier 3 grants and wants to apply for another.	Not eligible to submit an application in either Tier 2 or Tier 3 to continue the same project. An organization may receive a maximum of two Tier 2 or two Tier 3 grants for a single project/concept. Eligible to submit a new proposal for a new project with new objectives in any upcoming RFP.
--	--

*A project end date is inclusive of any no-cost extension. A project that anticipates needing a no-cost extension that would extend the grant period beyond the next cycle start date will not be eligible to apply to that cycle's RFP.



Budget Guidance

Applicants are required to use the budget and justification template provided on the [How to Apply page](#) of our website. If proposed work is part of a larger project, the submitted budget should only account for expenses required to complete the scope of work detailed in the proposal. Budgets should not exceed the maximum amount for the selected tier and must be appropriate for the proposed work.

No more than 10% of the proposed budget may be allocated to support an OHSU collaboration (e.g., clinical care costs, evaluation support, academic collaborator, etc.).

The Community Partnership Program will provide up to an additional \$500 per funded grant toward project-related translation/interpretation needs. Do not include this additional funding in the budget spreadsheet. Please indicate your interest in utilizing these additional funds in the "Translation Award Requested" fields provided on the proposal form. Requirements will apply.

Allowable expenses

Funds may be used for the following types of expenses provided they are directly attributable to the proposed project:

- **Personnel:** Costs include both salary and fringe benefits (see restriction below in unallowable expenses).
- **Consultant fees.**
- **Equipment:** Defined as any item that has a useful life of over one year.
- **Materials and supplies.**
- **Travel costs** (excluding travel for CPP required trainings, which will be provided).
- **Clinical care costs.**
- **Indirect costs:** Include facilities and administration and/or overhead. Not to exceed 10% of the total budget (without an approved justification).

Unallowable expenses

Funds may not be used for:

- **Applications from academic institutions** - funds may not be used to support faculty salary (staff support is allowed).
- **Debt reduction.**
- **Individual equipment items above \$3,000** without a justification.
- **Preparation, distribution, or use of materials** to directly support or defeat proposed legislation.
- **Project activities focused outside of Oregon.**

In addition to funding for projects, prospective applicants and grant recipients have access to a range of resources and support to enhance their success.

Prospective applicant resources

The optional resources described below aim to support applicants in preparing strong proposals.

Information sessions

The Community Partnership Program team is available to share information about the program's mission, application process and resources available to all applicants and grantees. To learn more or request a meeting/presentation in your region or community, [contact us](#).

Proposal development

We offer training resources to support applicants in developing their proposal. Participation in these web-based resources is highly encouraged for developing a competitive application. Visit the [How to Apply](#) page of our website to view trainings by tier. Applicant resources include but are not limited to:

ALL TIERS

- **CPP Request for Proposals (RFP) information session:** Briefly updates participants on new aspects of the RFP. Visit the [How to Apply](#) page of our website to register/view.
- **Project design and evaluation planning webinar:** Supports applicants through developing SMART goals, objectives and designing an evaluation plan appropriate for each tier.
- **Evaluation planning consultation:** Offers a meeting with an evaluation specialist to support applicants in developing objectives, deliverables, and an evaluation plan.

TIER 1

- Work plan and timeline
- Action planning toolkit

TIERS 2 AND 3

- **Application assistance webinars**
 - Planning guide
 - Finding evidence
 - Selecting an Evidence-Based Approach (EBA)
 - Adapting an EBA

TIER 3 ONLY

- **Data analysis support:** Tier 3 applicants should include plans for data analysis to complete or evaluate a project. If needed, this cost should be included in your proposed budget.

Notification of funding

All applicants will receive a funding status notification email along with the written feedback provided by their proposal's reviewers and administrative staff. Funded grantees will receive further information about the project preparation period requirements and their award letter. Grantees should NOT expect to receive funding at the time of notification. See the human subjects protection section below.

Funded grantee resources

Project preparation period activities

The project preparation period duration is an estimated six to eight weeks. This period is designed to assist grantees in successfully completing all applicable administrative and training requirements before the funded project begins. A travel award is provided to all funded grantees to support travel to/from required activities.

Award letters: Award letters will be distributed during the project preparation period. Grantees are required to return award letters with an authorized signature and submit a current W-9.

Grantee orientation webinar: All grantees are required to participate in an introductory webinar to learn about grantee resources such as technical assistance activities, human subject protection processes, reporting requirements, etc.

Technical assistance

Evaluation planning: You will receive expert guidance to finalize your evaluation plan, select appropriate evaluation tools and develop a strategy for collecting and storing data, if applicable.

Human subjects protection: Distribution of funds is dependent on receiving human subjects protection approval and/or oversight by an Institutional Review Board (IRB) as needed. Grantees will receive project-specific technical support to determine whether their project is considered human subjects research. If determined research, grantees will receive support to submit all required documents for full IRB approval and should be prepared to actively participate in and commit effort to this process.

Skills-building workshops (optional): In collaboration with the Cancer Prevention and Control Research Network at OHSU, virtual modules from the Putting Public Health Evidence in Action training, developed by the National Cancer Institute (NCI) and the Centers for Disease Control and Prevention (CDC), are available to funded grantees. These modules aim to build capacity to implement and evaluate evidence-based approaches to address cancer issues. Additional trainings/workshops will be offered to grantees throughout the project period. Specific topics will be determined based on grantee interest.

Networking and collaboration

The Community Partnership Program offers a range of opportunities to enhance community-building and collaboration throughout the funding period. Attendance at the Community Partnership Program Grantee Conference, planned for October 2-3, 2024, at Oregon State University in Corvallis, Oregon, is required. Conference registration and accommodation costs are covered by the Knight Cancer Institute.

Requirements to initiate grant payment

- Attend grantee orientation webinar.
- Return signed award letter and W-9.
- Finalize evaluation plan and submit a Request for Determination to OHSU or other Institutional Review Board (IRB).
- If project is determined to be human subjects research, receive human subjects protection approvals from IRB. (Do not plan to start project activities prior to gaining IRB approval).

Grantee requirements for successful project completion

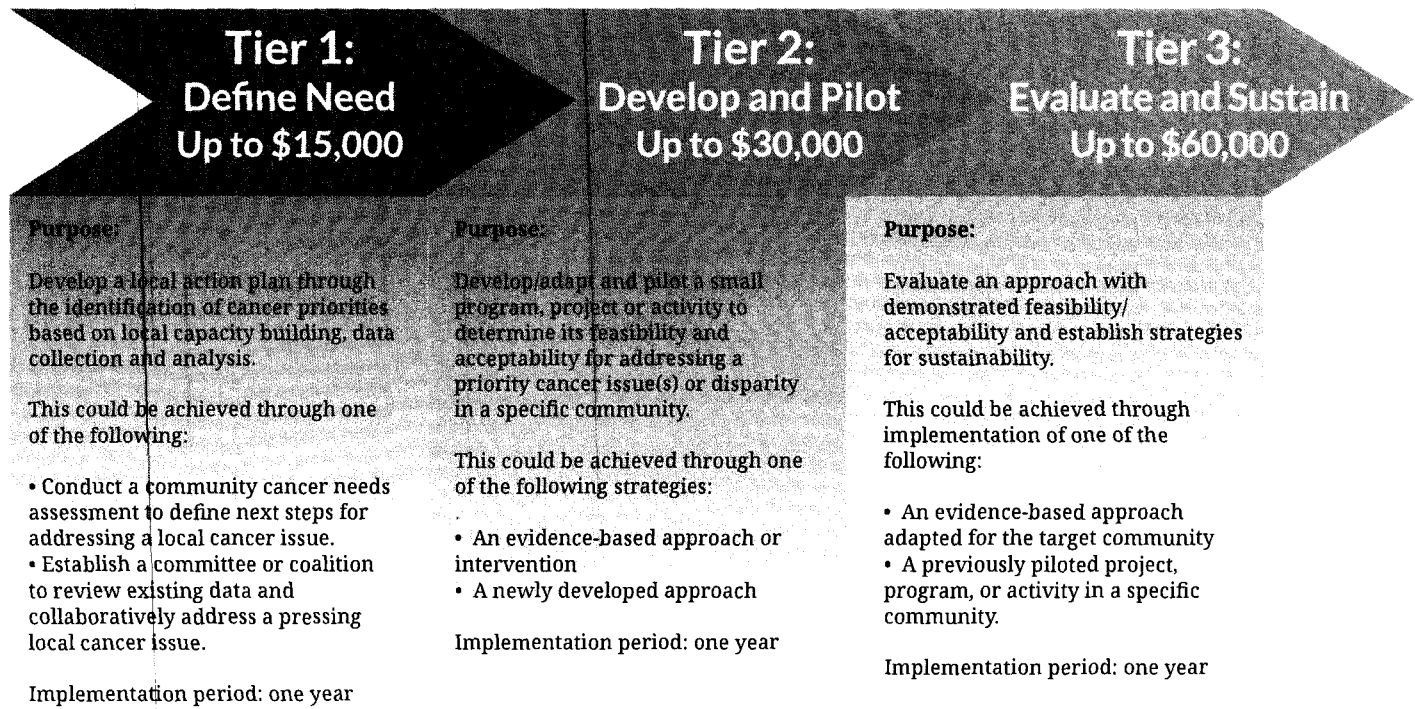
- Attend Community Partnership Program Grantee Conference (October 2-3, 2024).
- Participate in mid-year check in with CPP staff.
- Submit final project report 30 days after project end date. Instructions will be provided.

Note:
The approval process for human subjects research studies can take several months. Please prepare for a flexible start date in the event approvals are necessary.

Grant requirements

Grant tiers overview

The OHSU Knight Cancer Institute provides awards across three tiers. Use the information provided below to assist in tier selection. Applicants may apply for funding in any tier given they meet the requirements and can demonstrate eligibility. Applicants are highly encouraged to view the resources available on the [How to Apply](#) page of our website, or [contact us](#) with questions.



Tier 1: Define Need Up to \$15,000

Tier 1 grants offer initial funding to applicants to identify the most pressing cancer needs in their community through local data collection and analysis and/or coalition building.

Goal

The completion of a Tier 1 project should result in a defined set of cancer-related priorities and an action plan detailing strategies for addressing the pressing cancer issue(s) in their community.

Project examples

- Conduct a community cancer needs assessment. These projects should do one or more of the following:
 - Collect and assess baseline data on the selected local cancer issue.
 - Assess how a specific cancer topic(s) impacts an Oregon community.
 - Analysis of local data to define strengths, gaps, needs and opportunities specific to the cancer need and/or target population.
- Establish or expand the focus of an existing coalition to gain consensus on how best to address a local cancer issue. These projects should aim to do one or more of the following:
 - Build stakeholder and community capacity to prioritize local cancer needs
 - Establish local commitment to collectively act on a specific cancer topic.
 - Engage key stakeholders, including those individuals most affected by the issue(s), in cancer prevention and control planning efforts.
- Other data collection and/or needs prioritization effort using an established model or framework.

All Tier 1 projects should result in the development of an action plan identifying local community cancer priorities and defining strategies to pilot test as the next step for action (Tier 2). Grantees should include a plan for sharing assessment findings with key partners and stakeholders.


Who should apply?

Organizations that:

- Are committed to gaining a deeper understanding of a particular cancer issue and/or have a strong interest in improving the health outcomes of a specific Oregon community.
- Applicants must be dedicated to utilizing data to develop an action plan for future implementation and evaluation — even if the cancer topic of interest cannot yet be fully articulated.

No previous experience in cancer or community research is necessary for a Tier 1 application.

Program implementation time period: one year

A dark grey banner with a white arrow pointing right on the left side. The text is centered in white.

Tier 2: Develop and Pilot Up to \$30,000

Tier 2 grants invest in the development and preliminary testing of a small-scale pilot project to address a data-informed local cancer issue.

Goal

The completion of a Tier 2 project should result in preliminary data demonstrating the feasibility* and acceptability** of a selected approach or activity to improve a cancer-related outcome.

**Feasibility:* an assessment of the practicality of a proposed plan or approach prior to implementation.

***Acceptability:* assessment of the target audience's views/perceptions/experiences/feedback about the proposed plan or approach

Project examples

- Pilot test the feasibility and acceptability of a new cancer-related resource or an evidence-based approach. Projects may:
 - Select and/or adapt an evidence-based approach
 - OR
 - Develop a new, innovative approach to improve a specific cancer outcome, which could include efforts to promote cancer clinical trials to underrepresented populations and/or communities.

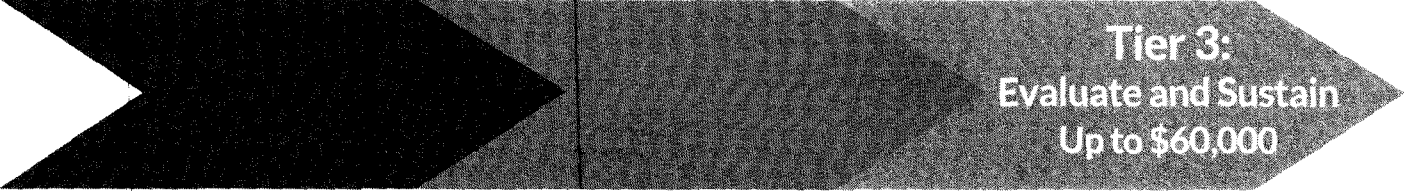
All Tier 2 proposals should include a pilot project that collects data on factors that help projects succeed and barriers to implementation as well as preliminary outcomes data that can be used to support a Tier 3 proposal.

Who should apply?

Organizations that:

- Have defined the local cancer needs based on either a previous Tier 1 grant or other community needs assessment.
- Are committed to determining how appropriate a proposed approach is for addressing an identified need in a specific community.
- Are ready to develop the structure or framework to increase local capacity for a larger program implementation.

Program implementation time period: one year



Tier 3:
Evaluate and Sustain
Up to \$60,000

Tier 3 grants should aim to evaluate the outcomes and potential impact of a previously piloted program through implementation of a project or activity on a larger scale and establish plans for sustainability. Tier 3 grants are intended to support expansion of programs or projects with demonstrated impact that are not already well-established or adequately funded at the local level.

Goal

The completion of a Tier 3 project should result in data that demonstrates the effectiveness of the approach in addressing a selected cancer issue in a specific community. The data should help to support the likelihood for the program/project to be sustained beyond the funding period through new funding, organizational support, and/or integration with a larger effort.

Project examples

- Evaluate an approach with demonstrated feasibility/acceptability and establish strategies for sustainability through implementation of one of the following:
 - An evidence-based intervention adapted for the target community
 - OR
 - A previously pilot tested project or program

All Tier 3 projects are expected to implement in a sample large enough to determine impact of the selected approach in addressing a cancer-related issue, and include a plan to support short-and long-term sustainability of efforts.

Who should apply?

Organizations that:

- Have completed pilot testing of a program or approach to demonstrate its feasibility and acceptability to address a local cancer related need.
- Are prepared to implement the adapted approach, collect data, and conduct analyses on a large enough scale to determine effectiveness.
- Have demonstrated capacity and support to establish strategies and partnerships to enhance sustainability.

Program implementation time period: one year

Appendix 1

How to submit a proposal

Submitting a proposal to the Community Partnership Program is a three-step process. Use the following checklist to help you submit a competitive proposal:

1. Develop your project idea

- Review this RFP and the [Frequently Asked Questions](#) page of our website.
- Visit the [How to Apply](#) page of our website to:
 - Register for/view the RFP information session on Wednesday, July 26, 2023 at 9 a.m.
 - View the project design and evaluation webinar.
 - Download required templates: budget (all tiers) and project objectives (tiers 2 and 3 only).
- Develop your project concept including tier selection. To discuss your project with an OHSU Knight Cancer Institute staff member, [contact us](#).

** Note: If you are resubmitting a proposal that did not receive funding in an earlier cycle, see the resubmission instructions below.*

2. Submit an online intent to apply form by noon on Friday, Aug. 11, 2023.

- Review the example [intent to apply form \(Appendix 2\)](#) and prepare your responses.
- Visit the [How to Apply](#) page of our website for instructions on submitting an intent to apply form.
- Submit the online intent to apply form.
- If requested, prepare for evaluation consultation by completing a draft work plan (Tier 1) or project objectives template (Tiers 2 and 3). For general questions about tier fit, project scope, application process, etc., [contact us](#) directly.

Note: Intent to apply forms are for administrative purposes only. Every submitted intent to apply form is invited to submit a full proposal. Program staff will contact you if there are any concerns.

3. Submit a proposal online by noon on Friday, Sept. 8, 2023.

- Prepare your proposal
 - Review the example proposal submission form and questions ([Appendix 3](#)).
 - Prepare your responses to all questions in a Word document, adhering to word counts.
 - Format references using APA style.
 - Indicate reference numbers within proposal question text using brackets, E.g.: [1].
 - Reference numbers should correspond to full citations on a bibliography page.
- Prepare and compile your supplemental documents
 - Tier 2 and 3 only: project objectives and timeline (use template, two-page maximum).
 - Budget and justification (use template, two-page maximum).
 - Letters of support from partners or collaborators, merged in a single PDF (no maximum).
 - Bibliography (APA format).

Note: Additional supplemental documents are not accepted. If included, they will be deleted.

- Once final, submit the proposal responses and supplemental documents via the online submission form.

* Resubmission instructions for previously unfunded proposals

Applicants whose previous proposal did not receive funding may resubmit up to two additional times. Each application will be reviewed as a new submission.

Applicants should consider reviewer feedback on the previous proposal and use it to help strengthen their new submission. Specific responses to previous reviewer comments should not be provided. For questions about resubmission or to discuss feedback received from a previous proposal submission, [contact us](#).

When completing the intent to apply and proposal submission forms, indicate the proposal is a resubmission in the field provided.

Appendix 2 Intent to apply questions

The following is provided to help you prepare answers for the online intent to apply form. Visit the [How to Apply page](#) of our website for instructions to submit an application. Applicants must complete an online intent to apply form by **noon Friday, Aug. 11, 2023**. The intent to apply information is not binding. You will have the option of updating all information while submitting the full proposal. The information provided will allow staff to estimate the potential workload and prepare for the review process.

Note: Program staff will contact you if any issues are identified with your intent to apply form. Otherwise, all are invited to submit a full proposal using the proposal submission form (see example in [Appendix 3](#)).

APPLICANT AND ORGANIZATION PROFILE

Primary contact name, job title, email address, phone number _____

Organization name, department, full address, website, phone number, DBA/applying on behalf of _____

Type of organization

- Academic institution/University
- Business
- Governmental
- Hospital/clinic/health system
- Non-profit
- Other

How many paid employees does your organization have? Please include all full or part-time employees.

- None
- Fewer than 10
- 10-25
- 26-50
- 51-100
- More than 100

Note: Applicants affiliated with an academic institution or university are required to partner with a community-based organization to ensure funds are invested into the target community.

PROPOSED PROJECT INFORMATION

Are you interested in a free evaluation consultation for assistance with objectives, deliverables and evaluation planning for this project? (Optional)

- Yes (you will be contacted by an OHSU evaluation specialist)
- No

Project title (title must reflect project's connection to cancer, 15 words max): _____

Grant tier

- Tier 1: Define Need
- Tier 2: Develop and Pilot
- Tier 3: Evaluate and Sustain

Is this a new project or a continuation of a previously funded project?

- New project
- Continuation of a previously funded project in the same tier
- Continuation of a previously funded project in a new tier

How many times has this particular proposal been submitted?

- First submission
- Second submission of a proposal that did not previously receive funding
- Third submission of a proposal that did not previously receive funding

Briefly describe the project, including aims and how the project will address a cancer-related need or topic. If applicable, please also describe the specific cancer-related health disparity the project will address. (70 words max)

PRIORITY TOPICS

Which priority topics/communities does your organization intend to focus on through this proposal? Select only those that will be specifically targeted. Otherwise, select Not applicable.

A. Cancer continuum (select all that apply)

- Prevention
- Screening/early detection*
- Survivorship (including treatment)

B. Specific cancer type(s): If a specific cancer is the sole or primary focus of the proposed project, indicate the cancer type(s) below. If proposed project is focused on cancer in general, select All cancers/Not applicable.

- All cancers/Not applicable
- Breast
- Colorectal
- Gynecological (cervical, ovarian, endometrial)
- Head & neck
- Hematologic
- Lung (not tobacco prevention/cessation)
- Male reproductive system (prostate, testicular)
- Pancreatic
- Sarcoma
- Skin/Melanoma
- Other: _____

C. Other cancer-related topic(s): If a cancer-related topic is the sole or primary focus of the proposed project, indicate the topic(s) below. Otherwise, select Not applicable.

- Diet/nutrition
- HPV prevention/vaccination
- Integrative/complementary/alternative medicine
- Patient navigation
- Physical activity
- Psychosocial support
- Tobacco prevention and/or cessation
- Not applicable
- Other: _____

How did you hear about this request for proposals?

- Community Partnership Program presentation or information session
- Community Partnership Program website
- Email from Community Partnership Program
- Referred by external organization (non-OHSU): _____
- Referred by OHSU employee: _____
- Social media (Facebook, Twitter, etc.)
- Other: _____

***Projects that provide cancer screenings should address options for supporting all individuals who screen positive with resources for appropriate follow-up care.**

Appendix 3 Proposal questions

All applicants must review and update their intent to apply questions and submit the full online proposal by noon Friday, Sept. 8, 2023. (If you have submitted an intent to apply form and have not received an email with instructions for submitting your proposal by Friday, Aug. 18, 2023, please [contact us](#).)

The required information includes demographic information, answers to proposal questions and supplemental documents saved as PDFs. Please have the following information available when completing the online proposal submission form.

APPLICANT AND ORGANIZATION PROFILE

In the applicant profile section of the online portal, check that all contact information is still correct. This includes: primary contact name, job title, email address, phone number, organization name, department, full address, website, phone number, DBA/applying on behalf of (if applicable) and type of organization.

PROJECT INFORMATION

The responses in this section are used for planning and reporting only. They are not considered during the review process.

In the online proposal form, review and/or update the information you provided for the following questions during the 'intent to apply' phase. (See full list of questions in [Appendix 2](#).)

- Project title (title should reflect project's connection to cancer, 15 words max.)
- Grant tier
- Proposal submission status

Funding amount requested: \$ _____ (Amount requested cannot exceed the maximum funding amount per tier.)

Are you interested in utilizing the additional available funds (\$500 max.) for project-related translation/interpretation needs? (Restrictions will apply.)

- Yes
 - If yes, provide amount and a description of how funds will be used (language, types of materials/events, audience, etc.)
- No

PRIORITY TOPICS/COMMUNITIES

Which priority topics/communities do you intend to focus on through this proposal? Select only those that will be specifically targeted. Otherwise, select Not applicable.

Review intent to apply answers to ensure they apply to final submission:

A. Cancer continuum

B. Specific cancer type(s)

C. Other cancer-related topics

D. Geography: In which geographic areas will your project take place? (Funds restricted to efforts within Oregon.)

- Urban
- Rural
- Both

E. Target counties

If your project targets participants in specific counties, select the counties below. If open to anyone in Oregon and/or is a statewide effort, select Oregon wide/Not applicable.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Baker | <input type="checkbox"/> Lake |
| <input type="checkbox"/> Benton | <input type="checkbox"/> Lane |
| <input type="checkbox"/> Clackamas | <input type="checkbox"/> Lincoln |
| <input type="checkbox"/> Clatsop | <input type="checkbox"/> Linn |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Malheur |
| <input type="checkbox"/> Coos | <input type="checkbox"/> Marion |
| <input type="checkbox"/> Crook | <input type="checkbox"/> Morrow |
| <input type="checkbox"/> Curry | <input type="checkbox"/> Multnomah |
| <input type="checkbox"/> Deschutes | <input type="checkbox"/> Polk |
| <input type="checkbox"/> Douglas | <input type="checkbox"/> Sherman |
| <input type="checkbox"/> Gilliam | <input type="checkbox"/> Tillamook |
| <input type="checkbox"/> Grant | <input type="checkbox"/> Umatilla |
| <input type="checkbox"/> Harney | <input type="checkbox"/> Union |
| <input type="checkbox"/> Hood River | <input type="checkbox"/> Wallowa |
| <input type="checkbox"/> Jackson | <input type="checkbox"/> Wasco |
| <input type="checkbox"/> Jefferson | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Josephine | <input type="checkbox"/> Wheeler |
| <input type="checkbox"/> Klamath | <input type="checkbox"/> Yamhill |
| | <input type="checkbox"/> Oregon wide/Not applicable |

F. Tribes

If the proposal specifically targets members of Oregon tribes, select those tribes. Otherwise select Not applicable.

- Burns Paiute Tribe
- Coos, Siuslaw and Lower Umpqua Tribes
- Coquille Tribe
- Cow Creek Band of Umpqua
- Grande Ronde Tribes
- Klamath Tribes
- Siletz Tribes
- Umatilla Tribes
- Warm Springs Tribes
- Not applicable

If the proposed project targets individuals or groups of a specific race and/or ethnicity, specify below. If not, select Any race/Not applicable.

G. Race focus

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/other Pacific Islander
- White/Caucasian
- Any race/Not applicable
- Other: _____

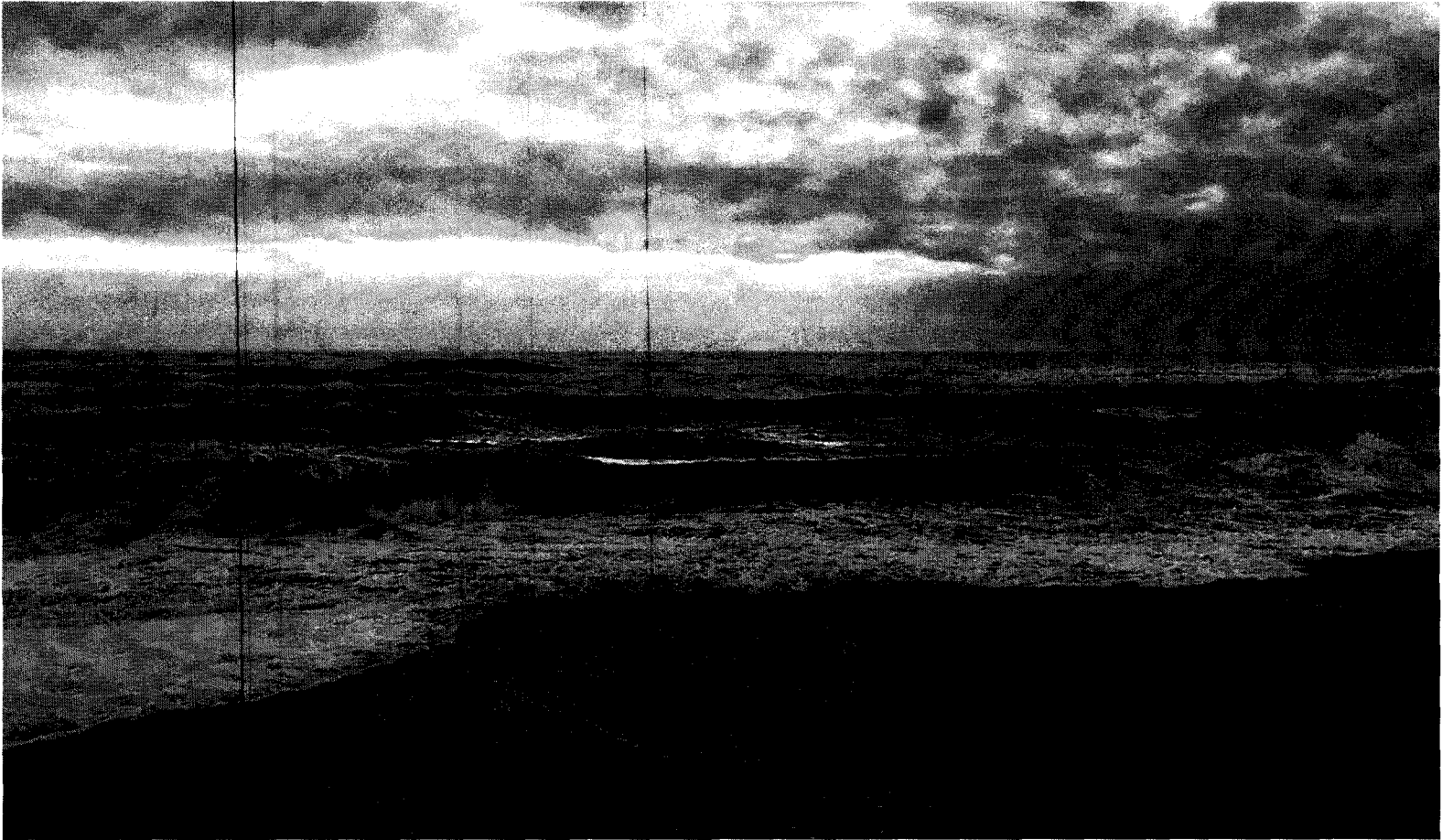
H. Ethnicity focus

- Hispanic or Latino
- Non-Hispanic or non-Latino
- Any ethnicity/Not applicable

I. Target population(s)

If the proposed project targets individuals or groups from a specific population/community, specify below. If not, select Not applicable.

- Age, seniors/elders (ages 65+)
- Age, youth (ages 0-17)
- Cancer patients/survivors
- Caregivers
- Immigrants and refugees
- LGBTQ (lesbian, gay, bisexual, transgender, queer)
- Persons with disabilities (impairment, activity limitation, participation restrictions)
- Veterans
- Not applicable
- Other: _____



Appendix 3A Tier 1 proposal questions and review criteria

The following questions will be evaluated during the review process.

- Limit answers to a maximum of 250 words per numbered question/answer field unless otherwise specified.
- Both questions and answers will be provided to reviewers.

Project Description

1. Summarize your proposed Tier 1 project. This will be used as a summary of the full proposal at select points during the review process (450 words max.) Include:

- What cancer-related topic and population do you want to learn more about and why? Include a brief summary of the “problem” and the proposal’s “goal” to address the problem.
- In which geographic region will the project be focused?
- Describe what strategy, method, or approach you will use to prioritize local cancer needs to create an action plan (needs assessment, coalition building)? If known, include the data collection methods you will use (not required).
- What are the short and long-term goals of the project?

For example: In ___ County, HPV immunization rates among Hispanic/Latino youth ages 11-17 are significantly lower in comparison to white youth. We aim to conduct a community needs assessment to understand the knowledge, perceptions and barriers of HPV immunization among Hispanic/Latino residents in ___ County. We will collaborate with the local health department to gain local data, conduct key informant interviews with parents ages 21+ and survey local Hispanic/Latino youth. The short-term goal is to identify priority topics for community education and to support our selection of an evidence-based approach for future implementation. Ultimately, we aim to develop a culturally appropriate approach for increasing local HPV immunization rates among Hispanic/Latino residents in ___ County.

Significance and impact

Target population

2. Describe the community or population(s) targeted by this project. Consider those both directly and indirectly affected by the selected cancer issue. Describe any current experience working with this community, if applicable.

Impact

3. If successful, what potential benefit will this project bring to the target communities? How will this effort fill a gap in knowledge?

Approach

Methodology

4. To best determine local cancer needs, describe the types of data you will collect and from which sources the data will come. See the [How to Apply](#) page of our website for guidance. Strong proposals should consider both types of the following data sources.

- A secondary source provides information you can glean from an existing resource such as a website (such as [Census.gov](#) or [State Cancer Profiles: statecancerprofiles.cancer.gov/](#)) or a local county health department. Secondary sources are typically listed first because that is where your research will begin.
- A primary source provides information you produce through engaging the community to learn more (surveys, focus groups, interviews, town hall meetings, etc.).

Answers to narrative questions are limited to 250 words each unless otherwise specified.

5. Describe the process for using collected data to guide action plan development. Note: Tier 1 action plans will be submitted to CPP at the end of the grant period.

Outreach and engagement approach

6. How will the target population(s) and/or key stakeholders described in question 2 be identified and engaged in this effort? Consider the community's social and cultural preferences in your response.

Evaluation

7. How will you determine success of this effort?

Sustainability

8. Sharing what you learned is key to gaining community buy-in. Describe your plan for sharing results with others who can potentially contribute to or support the next phase of this effort. Consider how this project will help prepare your organization to apply for either a Tier 2 grant from the Community Partnership Program or to pursue other opportunities.

Project team

9. Describe project team members (personnel, volunteers or other community members) and their roles on this project. If applicable, define any partners (organization or individuals) and/or key stakeholders and their role on or contribution to this project. If the proposed project is dependent on partner involvement, **please demonstrate their commitment with letters of support.**

Note: Applicants affiliated with an academic institution or university are required to partner with a community-based organization to ensure funds are invested into the target community. If you are affiliated with an academic institution or university, please also address the following:

- Which community organization will you partner with?
- What will the community organization's primary role be?
 - Collaborative research
 - Financial
 - Formal relationship
 - In-kind (networking/information exchange)
 - In-kind (personnel)
 - In-kind (service/equipment)
 - Joint program sponsorship
- Describe this partner's proposed contribution to the project.

10. What additional resources, if any, are available to support this project?

Supplemental documents for Tier 1

- Upload budget and justification (use template provided on the [How to Apply page](#) of our website)
- Upload letters of support (highly recommended if project is a collaboration. Note: Participant and/or beneficiary testimonials are not to be included and will be deleted.)
- Upload bibliography (optional)

Tier 1 review process

Tier 1 applications undergo an administrative review process. Applications are reviewed based on the criteria below and additional considerations such as addressing a unique need or targeting an underrepresented community. Reviewers must recuse themselves from reviewing proposals submitted by organizations with which they collaborate and/or have existing relationships that present a real or perceived conflict of interest. The CPP Steering Committee reserves the right to prioritize unique or innovative projects, thereby reserving the right to deny funding to proposals that duplicate or are similar to proposed/already funded efforts.

TIER 1 REVIEW CRITERIA

Criteria are provided to reviewers in categories, which are considered together to help reviewers assign an overall score for the proposal. The criteria categories are:

- Significance and impact
- Approach
- Organization and team

Overall impact

Based on all elements of the proposal, what is the potential that the proposed project will result in a local action plan supporting them to effectively address the given cancer issue?

Significance and impact

If the goals of the project are achieved, how will the target community benefit or potentially benefit in the future?

Approach

Are the activities and strategies appropriate for engaging the proposed target audiences and adequate to accomplish the goals of the project? Does this project reasonably prepare the applicant to apply for either a Tier 2 grant or another opportunity?

Organization and project team

Does the organization and team demonstrate adequate capacity and resources to successfully complete this project and develop an action plan? Is this organization uniquely qualified to reach the target population and implement the proposed project? If the applicant is from an academic institution or university, do they adequately demonstrate a collaborative partnership with a community organization?

Budget

Is the budget request adequate and in alignment with the proposed activities?

Budget administrative checks

Are all included budget items allowable? See [p.7](#) for allowable/unallowable expenses.

Appendix 3B Tiers 2 and 3 proposal questions and review criteria

Answers to narrative questions are limited to 250 words each unless otherwise specified.

The following questions will be evaluated during the review process.

- Limit answers to a maximum of 250 words per numbered question/answer field unless otherwise specified.
- Both questions and answers will be provided to reviewers.

Project description

1. Summarize your Tier 2 or 3 proposed project. While some projects may address multiple health issues in a population, funds are intended to specifically address **cancer-related issues**. This summary should serve as a high-level overview of your proposal (**450 words max.**) **This will be used as a summary of the full proposal at select points during the review process.**

Include:

- What cancer-related need or issue are you aiming to address? Include a brief summary of the “problem” and the proposal’s “goal.”
- In which geographic region will the project be focused?
- If applicable, specify any cancer-related health disparities, including disparities related to race, ethnicity, socioeconomic status, gender identity, sexual orientation, geographic location and disability.
How will this effort aim to address these disparities?
- Describe the strategy, method, or approach you will use to address the specific cancer-related issue. Clarify if it is a new approach, an existing evidence-based intervention, and/or a coalition driven activity.
- What data collection methods will you use to determine success of this effort?
- What are the short and long-term goals of the project, including sustainability plans?

2. If this proposal aims to build upon a current or previously funded Community Partnership Program project, address the following (450 words max.):

- Succinctly provide the aims and objectives of your most recent grant and describe if/how these objectives were met.
- Include results from your project, such as process and/or outcomes data, and describe how this has built your capacity for progressing to the next phase of this project. If complete results are not yet available, provide preliminary or interim data.
- Describe how this proposed project is separate from and builds upon your previous work.

Significance and impact

Local issue

3. Describe the cancer-related need or concern this project addresses and explain the need for this project in your community. Describe any evidence that informed your decision to focus on this issue.

Evidence might include:

- Published studies and reports of similar projects or programs demonstrating positive impact.
- Collection of initial data (e.g. a community needs assessment).
- Data describing a local gap or need justifying this project.

Target audience

Target population vs. target audience – example for a colorectal cancer screening project:

- **Target population (who will be impacted by project activities):** adults aged 50–75 in Blanks County.
- **Target audiences (who will be engaged by project activities):** Medicaid patients aged 50–75 who have not received colorectal cancer screening, plus providers and community health workers.

4. Describe the target population affected by this issue, providing evidence to explain why this community was chosen for this project. Include how you plan to involve members from the target population in the project design.

5. Describe any distinct target audiences (eight maximum) who will be engaged by the work of this project.

Impact

6. How will this project support or advance existing or previous efforts towards addressing the identified cancer-related need in your community?

Approach

Grant tier

7. Provide rationale for the grant tier chosen and why it is the best fit for this project.

8. Using the project objectives and timeline template found on the [How to Apply page](#) on our website, address the following (upload two pages maximum):

- Three to five SMART objectives.
- The key activities directly linked to each objective.
- The anticipated outcomes for each objective (consider outcomes for your organization and for individual participants.)
- Two to three measures for each outcome.
- A timeline stating how and when key activities will be implemented and evaluated.

Methodology

9. Describe the proposed activities per audience that will be used to achieve the stated goals and objectives (**350 words max.**) Include information on:

- Setting in which the project activities will occur.
- Frequency of the proposed activities and/or how much of the intervention each target audience will receive in order to achieve stated outcomes (e.g. one weekly education session for six months for providers, two trainings over 12 months for community health workers, etc.).
- If proposing cancer screening, describe plans for connecting individuals who screen positive to resources for appropriate follow-up care.
- If proposing a newly developed approach or activity, use data to justify how this is most appropriate due to limited existing efforts.
- If implementing or adapting an evidence-based approach, briefly summarize the evidence supporting selection of this approach, why this approach is appropriate for your population and, if applicable, how it will be adapted to meet your community's needs.

Evaluation

10. How will you measure the impact or success of the activities described in your project objectives template (**450 words max.**)? Describe the evaluation plan, including:

- How will you define success for your project?
- What outcomes are you evaluating for (e.g. demonstrated feasibility, measured acceptability, increase in knowledge, increased understanding of local cancer-related needs, increased number of screenings, etc.)?
- Describe your plan for collecting, storing and using the data referenced on your project objectives template. Explain your rationale for each.
- **Tier 3 only:** Describe your plans for analyzing and reporting the data/findings.

Use questions 9 and 10 to further describe the detail provided in your project objectives template.

Outreach and engagement approach

11. What outreach strategies or tactics will be utilized to reach and engage the target audience(s)? How will you ensure the approach is socially and culturally appropriate for the community?

12. What barriers do you anticipate in reaching the target audience(s) or implementing the project and how will they be addressed?

Sustainability or next steps

13. What strategies do you intend to use to support future expansion or sustainability of this effort if successful? (E.g. Plans for securing additional funding, leadership/local buy-in, etc.)

14. What are the biggest challenges to sustainability and how will these challenges be addressed?

Organization and team

Organization

15. Describe your organization's current goals and recent achievements. How will this project help you meet the existing mission and goals of your organization? If the project addresses a cancer-related health disparity, how is your organization uniquely qualified to reach the target population and implement the proposed project?

Partners/project team

16. Describe project team members (the personnel, volunteers or other community members), their roles on this project, and their qualifications to successfully carry out this project. Examples include expertise, previous experience or related achievements, or existing resources that can be leveraged.

Note: Applicants affiliated with an academic institution or university are required to partner with a community-based organization to ensure funds are invested into the target community. If you are affiliated with an academic institution or university, please also address the following:

- Which community organization will you partner with?
- What will the community organization's primary role be?
 - Collaborative research
 - Financial
 - Formal relationship
 - In-kind (networking/information exchange)
 - In-kind (personnel)
 - In-kind (service/equipment)
 - Joint program sponsorship
- Describe this partner's proposed contribution to the project.

17. Define which community organization(s) and/or key stakeholder(s) you will partner with, and describe each organization's role or contribution to the project. If the proposed project is dependent on partner involvement, please demonstrate their commitment with letters of support.

Supplemental documents for Tiers 2 and 3

- Upload budget and justification (required, using template provided on the [How to Apply](#) page of our website)
- Upload letters of support (**at least one required; additional letters are optional but highly recommended. Note: Participant and/or beneficiary testimonials are not to be included and will be deleted.**)
- Upload bibliography/references (optional)

Tiers 2 and 3 review process

As an academic research institution, OHSU follows the National Institutes of Health (NIH) review model. Tier 2 and 3 proposals are assigned to multiple reviewers who are cancer-related content experts or representatives of community organizations and/or OHSU. Reviewers must recuse themselves from reviewing proposals submitted by organizations with which they collaborate and/or have existing relationships that present a real or perceived conflict of interest.

Each proposal is evaluated by two to three reviewers. Each reviewer submits an overall score and comments based on defined criteria. These scores are given equal weight and averaged to give each proposal a preliminary score. In general, the top half of proposals are discussed during a review meeting at which final scores are submitted by the full panel of reviewers. Proposals are then ranked based on their average final score.

The Community Partnership Program Steering Committee reserves the right to prioritize unique or innovative projects, thereby reserving the right to deny funding to proposals that duplicate or are similar to proposed/already funded efforts.

TIERS 2 AND 3 REVIEW CRITERIA

Criteria are provided to reviewers in categories, which are considered together to help reviewers assign an overall score for the proposal. These criteria categories are:

- Significance and impact
- Approach
- Organization and team

Overall impact

Based on all elements of the proposal, what is the potential that the proposed project will have an impact on the identified cancer issue in the target community? Do the applicants describe cancer-related health disparities that their effort will address? *Note: Addressing health disparities is not a requirement of this RFP, but is highly encouraged.*

If this is a continuation of a current or previously funded Community Partnership Program grant:

- Were the original project aims and objectives met? Do preliminary data suggest the project has had an impact on the target population?
- Does the applicant demonstrate their capacity to continue the project's efforts?
- Are the proposed project's aims and objectives separate from the applicant's previous grant?

Significance and impact

Local issue: Does the project address an important cancer-related need or a critical barrier to progress toward addressing a cancer-related problem? Was sufficient evidence used to help select the intervention or project?

Target audience: Is the target population/target audience(s) chosen for this project appropriate for the topic?

Objectives: How relevant are the project objectives, activities, outcomes and measures for the proposed project? Are the objectives reasonable given the grant period?

Impact: If the goals of the project are achieved, how will the community benefit or potentially benefit in the future?

- **Tier 3 only:** How will successful completion of the project change cancer-related programs and services in the community? How likely are the stated long-term plans for the project to impact the issue and/or target population?

Approach

Grant tier: How well does the proposed project meet the objectives for the selected tier?

Methodology: Are the activities appropriate for the proposed target audiences and adequate to accomplish the goals and objectives of the project? Is an evidence-based approach used to address the cancer-related problem or is there sufficient rationale and justification for development of a new approach?

- If proposing a project that provides cancer screening, are there adequate plans for connecting individuals who screen positive to resources for appropriate follow-up care?

Outreach and engagement approach: Are the outreach strategies and tactics appropriate to reach and engage the target audience(s)? Are the barriers and mitigation plan well-reasoned?

Evaluation: Is the evaluation plan well-reasoned and appropriate to measure whether the project will be successful in achieving goals and objectives? Is there an appropriate plan for collecting and storing data, if applicable?

Sustainability: Are the barriers to sustainability identified? Is there a well-reasoned plan for sustaining all or some portion of the project beyond OHSU Knight Cancer Institute funding?

Organization and team

Organization: Does the proposed project fit well with the lead organization's mission and goals? Is the organization in which the applicant is from uniquely qualified to reach the target population and implement the proposed project? Will the project benefit from support, resources and unique features of the organization, community and/or collaborative arrangements? If the applicant is from an academic institution or university, do they adequately demonstrate a collaborative partnership with a community organization?

Partners/project team: Are the lead applicant, organization, collaborators and other key personnel well-suited to the project? For projects with multiple team members and/or community building, do the team members have complementary and integrated expertise and/or is the leadership approach, governance and organizational structure appropriate for the project? Are there adequate letters of support from any partners other than the applying organization?

- Applicants from academic institutions or universities: Have applicants demonstrated partnership with a community-based organization in the planning and implementation of the proposed project?
- **Tier 3 only:** Have applicants demonstrated a pattern of accomplishments that prepare them to execute the proposed project?

Budget

Is the budget request adequate and in alignment with the proposed project activities?

Budget administrative checks

Are all included budget items allowable? See [p.7](#) for allowable/unallowable expenses.

OHSU Knight Cancer Institute
Community Partnership Program
250 NW Franklin Ave, Suite 302
Bend, OR 97701

503 418-8077

www.ohsuknightcancer.com/community-grants



KNIGHT
CANCER
Institute

OHSU is an equal opportunity, affirmative action institution.



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

TTY Oregon Relay Service

Erin D. Skaar, Chair

Mary Faith Bell, Vice-Chair

David Yamamoto, Commissioner

August 16, 2023

CVSSD Fund Coordinators Oregon Department of Justice
Crime Victim and Survivor Services Division 1162 Court St. NE
Salem, OR 97301-4096

Dear CVSSD Fund Coordinators:

This letter is to inform you that, on behalf of the Tillamook County Board of County Commissioners, Aubrey M. Olson, District Attorney, is hereby given authority to sign the 2023-2025 VOCA/CFA Grant Application award documents and reporting forms on behalf of the agency for the period October 1, 2023 – September 30, 2025.

Please don't hesitate to contact me should you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink that reads "Erin D. Skaar". The signature is written in a cursive style with a large, looping initial "E".

Erin D. Skaar, Chair

OREGON DEPARTMENT OF JUSTICE



2023 - 2025

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

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

Applications Due: Monday, August 28, 2023

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

STATE OF OREGON RFP SUMMARY

Opportunity Type: Victim of Crime Act (VOCA) Non-Competitive and Criminal Fines / (CFA) funds. For the purpose of this RFA, this grant opportunity v be referred to as the **VOCA CFA GRANT**.

RFA Release Date: July 17, 2023

RFA Deadline: APPLICATIONS DUE: Monday, August 28, 2023 by 4:59pm PDT. LATE applications will not be considered for funding.

Award Period: October 1, 2023 – September 30, 2025

Number of Grants: 38

Matching Requirement: The required 25% match will be waived through September 30, 2025. CFA award does not require matching funds

E-Grants Initiation: Applications will be *initiated* by CVSSD. Applications will be *completed and submitted* by the applicant.

Application Teleconference Calls: June 24 & June 27. See page 6 for details

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.or.us
Webpage: <https://www.doj.state.or.us/crime-victims>

TABLE OF CONTENTS

- I. Grant Application Resources 4**
 - A. Resources for Request for Applications (RFA) 5
 - B. Amendments to the Application 5
 - C. VOCA CFA Application Teleconference Schedule 5
 - D. Timetable for Application Review and Awards 6
 - E. Contact Information 6

- II. Requirements for all ODOJ CVSSD Funds 7**
 - A. Eligibility 7
 - B. Common Requirements 7
 - C. Possible Outcomes of Non-Compliance 8

- III. VOCA/CFA Application Overview 9**
 - A. Introduction 9
 - B. Purpose 9
 - C. Priority Areas 9
 - D. Direct Services 10
 - E. Specific Requirements to the VOCA CFA 10
 - F. Victims of Crime Act (VOCA) Eligibility Requirements 13
 - G. Criminal Fines Act (CFA) Eligibility Requirements 15
 - H. CVSSD State Funding Eligibility Requirements 16
 - I. Match Requirements (Not Applicable for Tribal Nations) 17
 - J. Availability and Duration of Funding 17
 - K. 2023-2025 Grant Award Allocation 17
 - L. Condition of Awards 17

- IV. General Application & E-Grant Guidelines 19**

- V. Monitoring, Reporting and Financial Requirements 20**
 - A. Grant Monitoring 20
 - B. Default 20
 - C. Reporting Requirements 21
 - D. Schedule for Required Reports 23
 - E. Common Outcome Measures 23
 - F. Unspent & De-obligation of Funds 24

- VI. Submission Information 24**

- VII. Review Application & Reservation of Rights 25**
 - A. Application Review Process 25
 - B. Reservation of Rights 25

- VIII. Review of Award Decision 25**

A. Informal Review 25
B. Formal Review 26

APPENDICES

Appendix A Training Requirements
Appendix B VOCA Grant Allocations

A. 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 2023-2025 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 [https://www.doj.state.or.us/crime-victims/forgrantees/ODOJ CVSSD-e-grants-information/](https://www.doj.state.or.us/crime-victims/forgrantees/ODOJ%20CVSSD-e-grants-information/).

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)

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

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

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

VOCA 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 CVSSD Website. They are also located on the application menu.

B. AMENDMENTS TO THE APPLICATION

CVSSD may amend this 2023-2025 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 Wednesday, July 28, 2023 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 2023-2025 VOCA-CFA Application.

C. 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.

<p>July 24, 2023 Monday</p>	<p>1:00pm – 2:30pm</p>	<p>VOCA/CFA Teleconference #1 Join ZoomGov Meeting https://www.zoomgov.com/j/1607039937?pwd=OTY2Unc3Z20zWGIGb2tndUM2S2tCdZ09 Meeting ID: 160 703 9937 Passcode: 702095 One tap mobile +16692545252,,1607039937#,,,,*702095# US (San Jose) +16692161590,,1607039937#,,,,*702095# US (San Jose) Meeting ID: 160 703 9937 Passcode: 702095</p>
<p>July 27, 2023 Wednesday</p>	<p>10:00am – 11:30am</p>	<p>VOCA/CFA Teleconference #2 Join ZoomGov Meeting https://www.zoomgov.com/j/1616265402?pwd=WDAvb0Jub2ZYRWcvOTk2L0hGK2dHUT09 Meeting ID: 161 626 5402 Passcode: 553102 One tap mobile +16692545252,,1616265402#,,,,*553102# US (San Jose) +14154494000,,1616265402#,,,,*553102# US (US Spanish Line) Meeting ID: 161 626 5402 Passcode: 553102</p>

D. TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS

July 17	VOCA /CFA application released
July 24 & 27	RFA informational teleconferences.
July 28	Final changes/amendments to the application POSTED
August 28	Application DUE no later than 4:59pm PDT
September 17	Application recommendations to CVSSD Director
October 1	2023-2025 VOCA/CFA grant award period begins

E. CONTACT INFORMATION

Mackenzie Gray	(503) 378-5647	Mackenzie.E.Gray@doj.state.or.us
Diana Fleming	(503) 378-6260	Diana.L.Fleming@doj.state.or.us
Christine Heyen	(503) 378-5303	Christine.p.Heyen@doj.state.or.us
Marjorie Doran	(503) 378-5059	Marjorie.Doran@doj.state.or.us
Shawna Smith	(503) 378-6773	Shawna.Smith@doj.state.or.us
Libby Villa	(503) 798-3253	Libby.Villa@doj.state.or.us
Mike Maryanov	(503) 378-5307	Mike.v.Maryanov@doj.state.or.us
Benjamin Bradshaw	(503) 378-4476	Benjamin.Bradshaw@doj.state.or.us
Susana Escobedo	(503) 378-6248	Susana.escobedo@doj.state.or.us
Robin Reimer	(971) 673-3826	Robin.e.Reimer@doj.state.or.us
Letetia Wilson	(503) 931-1775	Letetia.Wilson@doj.state.or.us
Kim Kennedy	(503) 378-5178	Kim.Kennedy@doj.state.or.us
Terri Johnson	(503) 378-4548	Terri.R.Johnson@doj.state.or.us
Amanda VanTil	(503) 378-6870	Amanda.L.VanTil@doj.state.or.us
María Ruiz Ceja	(503) 378-8435	Maria.RuizCeja@doj.state.or.us

UNIVERSAL REQUIREMENTS FOR ALL CVSSD FUNDS

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

A. ELIGIBILITY

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

B. COMMON REQUIREMENTS

1. **Advancing equity and meaningful community engagement** (applicable only to non-profit organizations representative of the dominant culture)
 - a. All applicants must have a written plan of action in place to ensure they are advancing the values and practices of diversity, equity, and inclusion in the work of the organization/agency. All staff and designated leadership should be involved in the development and implementation of the plan.
 - b. All applicants must have a written plan of action in place for outreach to and community coordination with culturally specific programs in their service area serving communities of color, LGBTQIA2S+, people with disabilities, Tribal Nations, and other populations impacted by inequity^{1,2}. All staff and designated leadership should be involved in the development and implementation of the plan.
2. **Meaningful Access to Effective Services Supported with 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:

 - a. Victims/survivors are provided with timely information to make informed choices; services are voluntary and at no cost to victims/survivors.
 - b. Victims/survivors are provided information on how to apply for Crime Victim Compensation.
 - c. Services are victim/survivor-centered and encourage self-determination and informed decision making.
 - d. There is planning and coordination of services when more than one provider is involved (co-advocacy).
 - e. Referral processes are designed to care for and serve 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".
3. **Confidentiality and Advocate-Victim Privilege** (for victim service providers only)
 - a. Such requirements are mandated by state and federal law and required by CVSSD. The laws are considered best practice to protect victim privacy and are consistent with other confidentiality provisions.

b. For more specific requirements, see grant fund specific pages in this RFA.

4. Effective Services and Sound Administrative and Financial Management

- a. Risk assessments are completed and submitted with application.
- b. Financial and progress reports are true, accurate, timely, and complete.
- c. CVSSD conducts regular monitoring (Financial Report Verifications, Administrative & Financial Desk Reviews, and Site Visits).
- d. 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

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, CVSSD will take one or more of the following actions in accordance with 2 CFR Part 200 and the 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.

A. INTRODUCTION

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

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

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

This 2023-2025 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

In order 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 DOJ 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 are considered underserved by the type of crime they have experienced (e.g., victims of elder abuse) or the demographic characteristics of the crime victim (e.g., LGBTQIA2S+ victims) or both (e.g., victims who are members of racial or ethnic minorities). Underserved victims may differ between jurisdiction, but some examples of victim populations often underserved may include but are not limited to non-English speaking residents; persons with disabilities; American Indian/Alaskan Native victims; adults molested as children. Victim services may be available in a community but may not be provided in a culturally responsive manner, 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 TO THE VOCA CFA

By submitting an application, the applicant signifies its intent to comply with the requirements described here in Section III.C.

1. Advancing Equity and Meaningful Community Engagement

Equity and meaningful community engagement are rooted in empathy and humility, and demonstrated when organizations are connected to, giving space to, and creating access for people of all walks of life, backgrounds, abilities, culture, and beliefs. Victims and Survivors who choose to participate in programs and services benefit most when they feel a sense of belonging and acceptance. These kinds of environments are fostered when applicants seek out

other voices and perspectives of those with lived experiences to influence the organization's decision making and planning.

Applicant organizations have a responsibility to ensure their services and practices meet the diverse and complex needs of the people and the community they serve. This is best achieved when there is a plan to describe how an organization is intentionally shifting their practices to enhance equity, address oppression, and reduce disparities. For this reason, CVSSD requires that certain applicants demonstrate their commitment to advancing equity with a written plan and/or other materials. Further guidance for what may be included in a written plan is provided on Form D. Advancing Equity and Meaningful Community Engagement of the EGrants application.

CVSSD will evaluate plans and materials to ensure that applicants are taking steps to advance equity through their programs, services, and practices. CVSSD will place supplemental conditions on a grant award for applicants who do not already have written plans and/or materials for advancing equity. Supplemental conditions will instruct applicants to create a plan within 180 days of the first day of the grant award period, including a review of draft materials within the first 90 days. CVSSD fund coordinators will monitor the progress of applicants towards completion of these plans. Applicants must keep in mind possible outcomes of non-compliance outlined in Section II:C should this requirement not be met. Applicants may also consider helpful resources like the National Equity Project, Why Diversity, Equity, Inclusion Matter for Nonprofits and Diversity on Nonprofit Boards from the National Council of Nonprofits, or Strategies to Recruit, Hire & Sustain Diversity in the Workplace from Caminar Latino and the National Resource Center for Reaching Victims.

Applicant organizations have a responsibility to engage with their communities. They do this through outreach to and coordination of services and activities with other service providers. It is especially important that Applicants engage with service providers that represent and serve communities of color, LGBTQIA2S+, people with disabilities, Tribal Nations, and other populations impacted by inequity. This is best achieved when there is a plan that describes how an organization is: (1) listening to and assessing the needs of the community, (2) strengthening existing partnerships and building new partnerships, and (3) conducting outreach to survivors who have not accessed services before. (To learn more about their communities, applicants may refer to resources such as their local Community Health Assessments/Community Health Improvement Plans, ODOJ's Opening Pathways to Justice and Improving Support for Populations Impacted by Inequity, or ODOJ's Tribal Nations Listening Tour.) For this reason, CVSSD requires that certain applicants demonstrate their commitment to meaningful community engagement with a written plan and/or other materials. Further guidance for what may be included in a written plan is provided on Form D. Advancing Equity and Meaningful Community Engagement of the E-Grants application.

CVSSD will evaluate plans and materials to ensure that applicants are taking steps to meaningfully engage the community through its programs, services, and practices. CVSSD will place supplemental conditions on a grant award for applicants who do not already have written

plans and/or materials for meaningful community engagement. Supplemental conditions will instruct applicants to create a plan within 180 days of the first day of the grant award period. CVSSD fund coordinators will monitor the progress of applicants towards completion of these plans, including a review of draft materials within the first 90 days. Applicants must keep in mind possible outcomes of non-compliance outlined in Section II:C should this requirement not be met. Applicants may also consider helpful resources such as the [Nonprofits Integrating Community Engagement Guide](#) from the Building Movement Project, [Best Practices for Meaningful Community Engagement](#) by Groundwork USA, [Meaningful Community Engagement for Health and Equity](#) from the Centers for Disease Control and Prevention, or [University of Kansas' Community Toolbox](#).

Note: Involvement in community coordination efforts is a component of, not a substitute for, meaningful community engagement. Applicants are expected to be involved in community coordination efforts such as domestic or sexual violence response teams, child abuse multidisciplinary teams, and local or regional partnerships. These coordination efforts may include Tribal Nations, criminal justice system partners, and other social service providers. Applicants may also propose formal collaborations through non-binding agreements (i.e., Memorandum of Understanding), or by subcontracting or subawarding funds available through this application. If proposing an MOU, subcontract, or subaward, the applicant must show that the partner entity can perform the delegated services, satisfy the grant terms and conditions, and not impair the applicant's provision of services funded through the VOCA CFA Grant. MOUs, subcontracts, and subawards must be reviewed and approved by CVSSD prior to implementation on a VOCA CFA award.

2. 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. CVSSD recognizes effective services as victim and survivor centered, trauma-informed, and culturally responsive. 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' cultural, gender, and other intersecting identities and assist them in obtaining and providing services that meet their 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.

In circumstances where other resources are needed for a victim or survivor, applicants may make referrals *only if* those referrals connect them to an appropriate partner organization or program. 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 culturally specific organizations and Tribal Nations programs. For dominant culture organizations, having these kinds of partnerships does not release them from their obligation to provide culturally specific or culturally responsive services.

CVSSD requires that all applicants demonstrate their commitment to meaningful access to effective services. This is accomplished through written plans and/or other materials that address how the following types of services are provided and evaluated for accessibility and effectiveness:

- Emergency Services
- Culturally specific and/or culturally responsive services (for dominant culture non-profit organizations only)

Applicants may also offer written plans and/or other materials about other services such as: Follow-up advocacy when safe and at request of the victim and survivor

- Legal advocacy
- Legal services
- Outreach
- Transportation

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.

CVSSD will evaluate plans and materials to ensure that applicants are taking steps to ensure meaningful access to effective services through its programs, services, and practices. CVSSD accepts materials such as procedure manuals that describe what and how services are delivered and by whom. Applicants may also submit written strategies, methodologies and practices for evaluation and measurement of outputs and outcomes relating to accessibility and effectiveness. CVSSD will place supplemental conditions on a grant award for applicants who do not already have written plans and/or materials for meaningful access to effective services. Supplemental conditions will instruct applicants to create a plan within 180 days of the first day of the grant award period. CVSSD fund coordinators will monitor the progress of applicants towards completion of these plans, including a review of draft materials within the first 90 days. Applicants must keep in mind possible outcomes of non-compliance outlined in Section II:C should this requirement not be met.

Applicants may also consider helpful resources such as [Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime \(Model Standards\)](#) by the Office of Victims of Crime, [Providing Accessible and Effective Services to Survivors of Sexual Assault with Disabilities by End Abuse of People with Disabilities](#), the National Council of Nonprofits [Evaluation and Measurement of Outcomes](#) or the Community Tool Box [Implementing Effective Interventions](#), [Documenting Progress and Using Feedback](#), and [Making Outcomes Matter](#).

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 sub-recipient 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;
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 sub-recipients 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 https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
2. **Maintain Civil Rights Requirements.** The CVSSD webpage, <https://www.doj.state.or.us/crimevictims/for-grantees/civil-rights-requirements> 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 (EEO). Non-profit organizations and Tribal Nations are exempt from the EEO requirements but must complete the EEO

form included as a Grant Agreement Exhibit and submit a Certification Form using the EEO Reporting System found at <https://oip.gov/about/ocr/eeop.htm>.

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

3. **Comply with the 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, DOJ CVSSD and DHS 2021-2023 Joint Application, as well as any additional eligibility or service criteria as established by DOJ CVSSD.
4. **Comply with the Assurances and Certifications.** Sub-recipients must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.
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, as well as calls on victims' assistance programs to collaborate with community-based and government agencies to benefit victims. Victim service professionals are required to provide the *Core Services* listed below. Each eligible applicant will be required to submit a signed ***Certificate of District/City Attorney and Program Director*** form certifying that their county/city program meets all of the requirements cited in ORS 147.227. The certification form can be downloaded from E-Grants, signed and must be uploaded as directed in E-Grants on Form K: 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. CVSSD STATE FUNDING REQUIREMENTS

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

- 1. Access to Effective Services:** Ensure meaningful access to services for all victims of crime across the State by responding appropriately to requests for assistance (ie: completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.
- 2. Good Fiscal Management:** Maintain adequate funding, keep financial records and comply with grant reporting requirements. Applicants with deficiencies in timely and accurate reporting in previous grants may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is awarded.
- 3. Financial, Data and Outcome Reporting:** Submit quarterly financial, statistical and outcome measures reports and narrative reports on services provided specific to the staff positions supported by those funds.
- 4. Confidentiality Policies and/or Procedures:** Maintain and enforce policies and procedures that protect the confidentiality and privacy of persons receiving services and that prohibit disclosure of Personally Identifying Information (PII) or individual information collected in connection with services requested, used, or denied without the informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits. You must become familiar with and adhere to the **PII Breach policy**; policy and forms are located on the CVSSD Website

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

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

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

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.

CVSSD will continue offer a blanket match waiver for 100% of applicants match requirement on this VOCA 2023-2025 Award. This blanket waiver is incorporated into your E-Grant application and does not require you to complete a CVSSD Match Waiver request.

J. AVAILABILITY AND DURATION OF FUNDING

The grant cycle of the 2023-2025 VOCA CFA Grant will be twenty-four (24) months. The grant period is October 1, 2023 through September 30, 2025.

Awards are contingent upon the availability of appropriated funds through the US Department of Justice, Office for Victims of Crime.

K. 2023 – 2025 GRANT AWARD ALLOCATIONS

See Appendix B: VOCA Non-Competitive Annual Funding Allocation

See Appendix C: CFA Annual Funding Allocation

L. CONDITION OF AWARDS

Timely Completion of Grant Award Documents

All grant awards are made conditional upon the subrecipient's timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by the 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, CVSSD may withdraw the award and has the authority to reallocate the conditionally awarded funds.

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

Incomplete or Nonconforming Applications

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

Conditional Awards

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

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

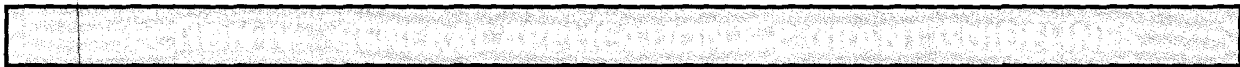
Payment of Awards

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

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

precedent to payment are included in the sample CVSSD VOCA Grant Agreement which can be viewed on the CVSSD website.

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



The following information is to assist you in completing the 2023-2025 VOCA CFA Grant Application for all eligible programs for the period **October 1, 2023 – September 30, 2025**. For more specific support, please refer to the Application Instruction document.

Technical assistance can be obtained by:

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

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

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

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

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

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

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

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

Applications are due Monday, August 28, 2023 by 4:59 p.m. DST.

Your grant application will not be accessible after the deadline.



A. GRANT MONITORING

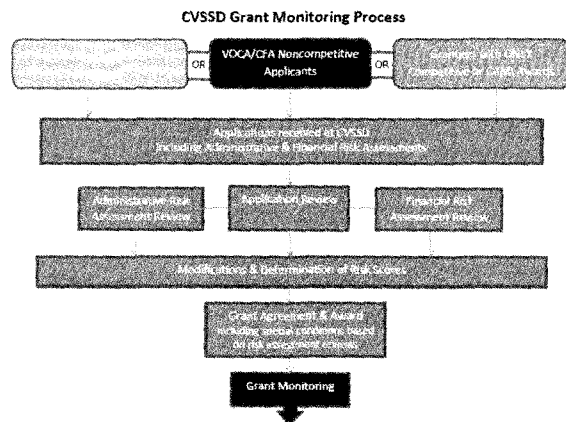
CVSSD will monitor each grantee receiving VOCA and CFA funds. The objective of monitoring is to support program development, provide technical assistance, and assure that the grantee is: (a) providing services as described in this RFA and grant agreements; (b) spending grant funds as agreed; (c) working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

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

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

B. DEFAULT

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



Administrative Review	Financial Review	Risk Assessment
<ul style="list-style-type: none"> Timing of each review based upon Administrative or Financial Risk Assessment and discretion of fund coordinator. 30 day prior notice to subrecipient. Subrecipient submits requested documents. Fund coordinator reviews documents and may have conversation with subrecipient regarding documentation. Fund coordinator approves administrative parcels/financial goals or works with subrecipient to develop plan to meet requirements. 	<ul style="list-style-type: none"> Timing of verification based upon Risk Assessment outcomes and discretion of fund coordinator. 30 day prior notice to subrecipient. Subrecipient submits quarterly financial report (FBI in E-grants). Subrecipient submits copy of general ledger with FF. Fund coordinator reviews ledger to determine supporting documentation needed. Subrecipient submits requested supporting documents. Fund coordinator reviews information & upon satisfactory conclusion instructs subrecipient to complete and submit financial report. 	<ul style="list-style-type: none"> Timing of review based on routine time for visit, risk assessment outcomes, concerns with agency, or request by subrecipient. Fund coordinator contacts program to arrange dates and time for phone interview and on-site visit. Fund coordinator conducts phone interview. Fund coordinator conducts site visit (in person or remote). Fund coordinator conducts exit conference after review complete to discuss outcome. Fund coordinator sends summary letter.
Monitoring outcomes include: Satisfactory Compliance, Observations, Findings of Noncompliance		

timely manner. Please see the "Termination and Default" section of the CVSSD Grant Agreement for information.

C. REPORTING REQUIREMENTS

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

FINANCIAL REPORTING:

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

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

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

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

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

- Discuss the issues in your agency/program that either assist or prevent victims from receiving assistance during the reporting period.

- Describe ways that your agency/program promoted the coordination of public & private efforts within the community to help victims of crime.
- Describe any activities that improved the delivery of services to victims from your agency/program.
- Discuss how (child abuse, domestic assault, sexual assault, and underserved) VOCA funds have been used to assist crime victims, using case histories. Provide a case history for each funded category.
- Describe efforts taken to serve victims of federal crimes.
- Identify emerging issues or notable trends affecting crime victim services in your service area during the reporting period. This would include issues or trends seen within the court, community, law enforcement, faith community & schools.
- Outline any staffing retention issues that your agency/program had and why these issues have occurred during the reporting period (e.g., staff turnover due to low salary & benefits, COVID related, heavy workload, retirement, change of profession, relocation, change in lifestyle, etc). Without providing names, provide a narrative that includes all staff retention issues for this reporting time.
- Explain the methods your agency/program utilized to publicize its victim assistance funding for services to victims of crime during the reporting period.
- Explain how your agency/program was able to provide direct funding to new/underserved populations during the reporting period.
- Explain how your agency/program was able to respond to identified gaps in services. Be explicit, as CVSSD is aware that all agency/programs have gaps in services. Do not enter "no gaps."

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

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

All grantee's receiving VOCA funds are required to complete and submit the CVSSD Common Outcome Measures reporting form in CVSSD E-Grants. CVSSD reserves the right to adjust or modify these measures and target outcomes, as well as the procedures and forms for collecting

the information. If adjustments are required, a grantee will be provided sufficient notice to make the required changes.

D. SCHEDULE FOR REQUIRED REPORTS

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

E. COMMON OUTCOME MEASURES & COLLECTING CLIENT FEEDBACK

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

Grantees are only obligated to survey appropriate clients and should specify which clients will be surveyed via an internal, agency/program policy. Example: no clients in crisis would be appropriate, whereas clients receiving follow-up services may be more appropriate to complete the survey. Programs may use client feedback forms already in use in their agency. ALL programs are required to include the following measure that will be common across all VOCA funded programs:

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

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

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

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

For programs serving primarily victims of child abuse:

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

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

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

F. UNSPENT & DE-OBLIGATION OF GRANT FUNDS

Grant awards for the period October 1, 2023 – September 30, 2025 will not be extended beyond the two (2) year award period.

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

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



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

THE VOCA/CFA GRANT APPLICATION IS DUE:

AUGUST 28, 2023 (Friday) by 4:59 pm, PDT

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

AT THE DEADLINE TIME, E-GRANTS WILL LOCK THE SYSTEM

AND WILL NO LONGER ACCEPT APPLICATIONS.

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

A. APPLICATION REVIEW PROCESS

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

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

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

B. RESERVATIONS OF RIGHTS

CVSSD reserves the right to:

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

A. INFORMAL REVIEW

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

B. FORMAL REVIEW

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

A. STAFF

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

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

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

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

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

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

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

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

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

Address Confidentiality Program (ACP) training is recommended, however, not mandated. It is recommended that each agency/program have at least one (1) Certified ACP Application Assistant staff to support victims in understanding and completing the ACP process. An ACP Application Assistant must renew their certificate every two (2) years.

CVCP and ACP training is available online with instructions and links located on the CVSSD webpage. For any additional information, contact Christy Simon at Christy.A.Simon@doj.state.or.us.

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

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

B. VOLUNTEERS & INTERNS

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

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

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

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

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

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

C. BOARD of DIRECTORS and LEADERS

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

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

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

**APPENDIX B:
2023-2025 VOCA NON-COMPETITIVE GRANT ALLOCATION**

County	VOCA Year 1 Allocation	VOCA Year 2 Allocation	Total Maximum ¹ VOCA Allocation	Total Match Waived
Baker County District Attorney's Office	\$ 89,577.00	\$ 89,577.00	\$ 179,154.00	\$ 44,788.50
Benton County District Attorney's Office	\$ 170,122.00	\$ 170,122.00	\$ 340,244.00	\$ 85,061.00
City of Albany	\$ 63,860.00	\$ 63,860.00	\$ 127,720.00	\$ 31,930.00
City of Eugene	\$ 124,956.00	\$ 124,956.00	\$ 249,912.00	\$ 62,478.00
Clackamas County District Attorney's Office	\$ 511,733.00	\$ 511,733.00	\$ 1,023,466.00	\$ 255,866.50
Clatsop County District Attorney's Office	\$ 113,098.00	\$ 113,098.00	\$ 226,196.00	\$ 56,549.00
Columbia County District Attorney's Office	\$ 126,413.00	\$ 126,413.00	\$ 252,826.00	\$ 63,206.50
Coos County District Attorney's Office	\$ 138,339.00	\$ 138,339.00	\$ 276,678.00	\$ 69,169.50
Crook County District Attorney's Office	\$ 95,810.00	\$ 95,810.00	\$ 191,620.00	\$ 47,905.00
Curry County District Attorney's Office	\$ 96,025.00	\$ 96,025.00	\$ 192,050.00	\$ 48,012.50
Deschutes County District Attorney's Office	\$ 270,130.00	\$ 270,130.00	\$ 540,260.00	\$ 135,065.00
Douglas County District Attorney's Office	\$ 189,145.00	\$ 189,145.00	\$ 378,290.00	\$ 94,572.50
Gilliam County District Attorney's Office	\$ 74,081.00	\$ 74,081.00	\$ 148,162.00	\$ 37,040.50
Grant County District Attorney's Office	\$ 79,758.00	\$ 79,758.00	\$ 159,516.00	\$ 39,879.00
Harney County District Attorney's Office	\$ 79,737.00	\$ 79,737.00	\$ 159,474.00	\$ 39,868.50
Hood River County District Attorney's Office	\$ 98,536.00	\$ 98,536.00	\$ 197,072.00	\$ 49,268.00
Jackson County District Attorney's Office	\$ 301,813.00	\$ 301,813.00	\$ 603,626.00	\$ 150,906.50
Jefferson County District Attorney's Office	\$ 96,701.00	\$ 96,701.00	\$ 193,402.00	\$ 48,350.50
Josephine County District Attorney's Office	\$ 162,578.00	\$ 162,578.00	\$ 325,156.00	\$ 81,289.00
Klamath County District Attorney's Office	\$ 143,250.00	\$ 143,250.00	\$ 286,500.00	\$ 71,625.00
Lake County District Attorney's Office	\$ 80,508.00	\$ 80,508.00	\$ 161,016.00	\$ 40,254.00
Lane County District Attorney's Office	\$ 465,282.00	\$ 465,282.00	\$ 930,564.00	\$ 232,641.00
Lincoln County District Attorney's Office	\$ 122,544.00	\$ 122,544.00	\$ 245,088.00	\$ 61,272.00
Linn County District Attorney's Office	\$ 203,655.00	\$ 203,655.00	\$ 407,310.00	\$ 101,827.50
Malheur County District Attorney's Office	\$ 105,471.00	\$ 105,471.00	\$ 210,942.00	\$ 52,735.50
Marion County District Attorney's Office	\$ 432,692.00	\$ 432,692.00	\$ 865,384.00	\$ 216,346.00
Morrow County District Attorney's Office	\$ 84,461.00	\$ 84,461.00	\$ 168,922.00	\$ 42,230.50
Multnomah County District Attorney's Office	\$ 924,678.00	\$ 924,678.00	\$ 1,849,356.00	\$ 462,339.00
Polk County District Attorney's Office	\$ 158,075.00	\$ 158,075.00	\$ 316,150.00	\$ 79,037.50
Sherman County District Attorney's Office	\$ 73,871.00	\$ 73,871.00	\$ 147,742.00	\$ 36,935.50
Tillamook County District Attorney's Office	\$ 99,673.00	\$ 99,673.00	\$ 199,346.00	\$ 49,836.50
Umatilla County District Attorney's Office	\$ 156,676.00	\$ 156,676.00	\$ 313,352.00	\$ 78,338.00
Union County District Attorney's Office	\$ 100,187.00	\$ 100,187.00	\$ 200,374.00	\$ 50,093.50
Wallowa County District Attorney's Office	\$ 79,522.00	\$ 79,522.00	\$ 159,044.00	\$ 39,761.00
Wasco County District Attorney's Office	\$ 100,517.00	\$ 100,517.00	\$ 201,034.00	\$ 50,258.50
Washington County District Attorney's Office	\$ 707,635.00	\$ 707,635.00	\$ 1,415,270.00	\$ 353,817.50
Wheeler County District Attorney's Office	\$ 73,520.00	\$ 73,520.00	\$ 147,040.00	\$ 36,760.00
Yamhill County District Attorney's Office	\$ 184,616.00	\$ 184,616.00	\$ 369,232.00	\$ 92,308.00
Total	\$ 7,179,245.00	\$ 7,179,245.00	\$ 14,358,490.00	\$ 3,589,622.50

¹ Grantees may apply for up to the amounts listed. Electing not to apply for the full allocation will not impact future funding.

**APPENDIX C:
2023-2025 CRIMINAL FINES ACCOUNT (CFA) GRANT ALLOCATION**

County	CFA Year 1 Allocation	CFA Year 2 Allocation	Total Maximum ¹ CFA Allocation
Baker County District Attorney's Office	\$ 19,079.00	\$ 19,079.00	\$38,158.00
Benton County District Attorney's Office	\$ 59,704.00	\$ 59,704.00	\$119,408.00
City of Albany	\$ 25,187.00	\$ 25,187.00	\$50,374.00
City of Beaverton	\$ 35,442.00	\$ 35,442.00	\$70,884.00
City of Eugene	\$ 56,952.00	\$ 56,952.00	\$113,904.00
Clackamas County District Attorney's Office	\$ 221,930.00	\$ 221,930.00	\$443,860.00
Clatsop County District Attorney's Office	\$ 37,022.00	\$ 37,022.00	\$74,044.00
Columbia County District Attorney's Office	\$ 36,173.00	\$ 36,173.00	\$72,346.00
Coos County District Attorney's Office	\$ 50,480.00	\$ 50,480.00	\$100,960.00
Crook County District Attorney's Office	\$ 24,490.00	\$ 24,490.00	\$48,980.00
Curry County District Attorney's Office	\$ 24,485.00	\$ 24,485.00	\$48,970.00
Deschutes County District Attorney's Office	\$ 112,198.00	\$ 112,198.00	\$224,396.00
Douglas County District Attorney's Office	\$ 78,726.00	\$ 78,726.00	\$157,452.00
Gilliam County District Attorney's Office	\$ 12,696.00	\$ 12,696.00	\$25,392.00
Grant County District Attorney's Office	\$ 14,975.00	\$ 14,975.00	\$29,950.00
Harney County District Attorney's Office	\$ 15,701.00	\$ 15,701.00	\$31,402.00
Hood River County District Attorney's Office	\$ 31,790.00	\$ 31,790.00	\$63,580.00
Jackson County District Attorney's Office	\$ 153,997.00	\$ 153,997.00	\$307,994.00
Jefferson County District Attorney's Office	\$ 23,445.00	\$ 23,445.00	\$46,890.00
Josephine County District Attorney's Office	\$ 57,254.00	\$ 57,254.00	\$114,508.00
Klamath County District Attorney's Office	\$ 49,838.00	\$ 49,838.00	\$99,676.00
Lake County District Attorney's Office	\$ 15,005.00	\$ 15,005.00	\$30,010.00
Lane County District Attorney's Office	\$ 235,766.00	\$ 235,766.00	\$471,532.00
Lincoln County District Attorney's Office	\$ 41,197.00	\$ 41,197.00	\$82,394.00
Linn County District Attorney's Office	\$ 89,202.00	\$ 89,202.00	\$178,404.00
Malheur County District Attorney's Office	\$ 34,986.00	\$ 34,986.00	\$69,972.00
Marion County District Attorney's Office	\$ 199,118.00	\$ 199,118.00	\$398,236.00
Morrow County District Attorney's Office	\$ 17,504.00	\$ 17,504.00	\$35,008.00
Multnomah County District Attorney's Office	\$ 488,174.00	\$ 488,174.00	\$976,348.00
Polk County District Attorney's Office	\$ 57,250.00	\$ 57,250.00	\$114,500.00
Sherman County District Attorney's Office	\$ 12,863.00	\$ 12,863.00	\$25,726.00
Tillamook County District Attorney's Office	\$ 25,223.00	\$ 25,223.00	\$50,446.00
Umatilla County District Attorney's Office	\$ 63,783.00	\$ 63,783.00	\$127,566.00
Union County District Attorney's Office	\$ 35,151.00	\$ 35,151.00	\$70,302.00
Wallowa County District Attorney's Office	\$ 14,693.00	\$ 14,693.00	\$29,386.00
Wasco County District Attorney's Office	\$ 27,260.00	\$ 27,260.00	\$54,520.00
Washington County District Attorney's Office	\$ 309,966.00	\$ 309,966.00	\$619,932.00
Wheeler County District Attorney's Office	\$ 12,244.00	\$ 12,244.00	\$24,488.00
Yamhill County District Attorney's Office	\$ 63,666.00	\$ 63,666.00	\$127,332.00
Total	\$ 2,884,615.00	\$ 2,884,615.00	\$5,769,230.00

¹ Grantees may apply for up to the amounts listed. Electing not to apply for the full allocation will not impact future funding.

GRANT WORKSHEET

FY 2023/2024 BUDGET

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

Funding Source Code _____
For Accounting Department use only

County Fund & Dept Receiving Grant
010 General 01522 DA/Victims As

Award Period:
 Begin: 10/1/2023

GRANT Common Name 2023-2025 VOCA NC Grant	GRANT Formal Name 2023-2025 VOCA Non-Competitive Grant Award
---	--

Everyday name used within your department *Complete formal name given to grant by funding source*

PLEASE ATTACH COPY OF GRANT AWARD

Source of Funds

Where did the funding come from?
 Did the funds come directly to the county from the federal government?
 Did the funds pass through the State of Oregon or another organization before arriving at the county?

Grant Number:

If Federal Grant: CFDA Number
If State Grant: Number assigned by state funding source

- Direct, federal government, dept of _____ CFDA: _____
- ARRA, federal "Stimulus" _____ CFDA: _____
- Indirect, federal government, dept of Dept. of Justice (DOJ) Office for Victims of Crime (OVC) CFDA: 16.575
 and State of Oregon, dept/division of Dept. of Justice (DOJ) Crime Victims and Survivors Services Division (CVSSD)
- Indirect, federal government, dept of _____ CFDA: 0
 and another entity or organization _____
- Direct, State of Oregon, dept/division of _____
- Indirect, State of Oregon, dept/division of _____
 via another entity or organization _____
- Other _____

Total Amount of Award: \$ 199,346.00

<p>Is this a new grant?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Match Requirement Amount</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>How Much: \$ _____</p> <p><input type="checkbox"/> Hard Dollar Match <input type="checkbox"/> In-Kind (IDENTIFY below)</p>	<p>Is this a multiyear grant?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Payment Method:</p> <p><input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement</p>	<p>Reporting Cycle</p> <p><input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual</p>	<p>IF Yes:</p> <p>Amount Applicable to Current Budget Year: \$ 74,754.75</p>
<p>Grant Administrator: _____</p> <p>Accounting Contact: _____</p>		<p>Kristina Vatne</p> <hr/> <p>Kristina Vatne</p>

**APPENDIX B:
2023-2025 VOCA NON-COMPETITIVE GRANT ALLOCATION**

County	VOCA Year 1 Allocation	VOCA Year 2 Allocation	Total Maximum ¹ VOCA Allocation	Total Match Waived
Baker County District Attorney's Office	\$ 89,577.00	\$ 89,577.00	\$ 179,154.00	\$ 44,788.50
Benton County District Attorney's Office	\$ 170,122.00	\$ 170,122.00	\$ 340,244.00	\$ 85,061.00
City of Albany	\$ 63,860.00	\$ 63,860.00	\$ 127,720.00	\$ 31,930.00
City of Eugene	\$ 124,956.00	\$ 124,956.00	\$ 249,912.00	\$ 62,478.00
Clackamas County District Attorney's Office	\$ 511,733.00	\$ 511,733.00	\$ 1,023,466.00	\$ 255,866.50
Clatsop County District Attorney's Office	\$ 113,098.00	\$ 113,098.00	\$ 226,196.00	\$ 56,549.00
Columbia County District Attorney's Office	\$ 126,413.00	\$ 126,413.00	\$ 252,826.00	\$ 63,206.50
Coos County District Attorney's Office	\$ 138,339.00	\$ 138,339.00	\$ 276,678.00	\$ 69,169.50
Crook County District Attorney's Office	\$ 95,810.00	\$ 95,810.00	\$ 191,620.00	\$ 47,905.00
Curry County District Attorney's Office	\$ 96,025.00	\$ 96,025.00	\$ 192,050.00	\$ 48,012.50
Deschutes County District Attorney's Office	\$ 270,130.00	\$ 270,130.00	\$ 540,260.00	\$ 135,065.00
Douglas County District Attorney's Office	\$ 189,145.00	\$ 189,145.00	\$ 378,290.00	\$ 94,572.50
Gilliam County District Attorney's Office	\$ 74,081.00	\$ 74,081.00	\$ 148,162.00	\$ 37,040.50
Grant County District Attorney's Office	\$ 79,758.00	\$ 79,758.00	\$ 159,516.00	\$ 39,879.00
Harney County District Attorney's Office	\$ 79,737.00	\$ 79,737.00	\$ 159,474.00	\$ 39,868.50
Hood River County District Attorney's Office	\$ 98,536.00	\$ 98,536.00	\$ 197,072.00	\$ 49,268.00
Jackson County District Attorney's Office	\$ 301,813.00	\$ 301,813.00	\$ 603,626.00	\$ 150,906.50
Jefferson County District Attorney's Office	\$ 96,701.00	\$ 96,701.00	\$ 193,402.00	\$ 48,350.50
Josephine County District Attorney's Office	\$ 162,578.00	\$ 162,578.00	\$ 325,156.00	\$ 81,289.00
Klamath County District Attorney's Office	\$ 143,250.00	\$ 143,250.00	\$ 286,500.00	\$ 71,625.00
Lake County District Attorney's Office	\$ 80,508.00	\$ 80,508.00	\$ 161,016.00	\$ 40,254.00
Lane County District Attorney's Office	\$ 465,282.00	\$ 465,282.00	\$ 930,564.00	\$ 232,641.00
Lincoln County District Attorney's Office	\$ 122,544.00	\$ 122,544.00	\$ 245,088.00	\$ 61,272.00
Linn County District Attorney's Office	\$ 203,655.00	\$ 203,655.00	\$ 407,310.00	\$ 101,827.50
Malheur County District Attorney's Office	\$ 105,471.00	\$ 105,471.00	\$ 210,942.00	\$ 52,735.50
Marion County District Attorney's Office	\$ 432,692.00	\$ 432,692.00	\$ 865,384.00	\$ 216,346.00
Morrow County District Attorney's Office	\$ 84,461.00	\$ 84,461.00	\$ 168,922.00	\$ 42,230.50
Multnomah County District Attorney's Office	\$ 924,678.00	\$ 924,678.00	\$ 1,849,356.00	\$ 462,339.00
Polk County District Attorney's Office	\$ 158,075.00	\$ 158,075.00	\$ 316,150.00	\$ 79,037.50
Sherman County District Attorney's Office	\$ 73,871.00	\$ 73,871.00	\$ 147,742.00	\$ 36,935.50
Tillamook County District Attorney's Office	\$ 99,673.00	\$ 99,673.00	\$ 199,346.00	\$ 49,836.50
Umatilla County District Attorney's Office	\$ 156,676.00	\$ 156,676.00	\$ 313,352.00	\$ 78,338.00
Union County District Attorney's Office	\$ 100,187.00	\$ 100,187.00	\$ 200,374.00	\$ 50,093.50
Wallowa County District Attorney's Office	\$ 79,522.00	\$ 79,522.00	\$ 159,044.00	\$ 39,761.00
Wasco County District Attorney's Office	\$ 100,517.00	\$ 100,517.00	\$ 201,034.00	\$ 50,258.50
Washington County District Attorney's Office	\$ 707,635.00	\$ 707,635.00	\$ 1,415,270.00	\$ 353,817.50
Wheeler County District Attorney's Office	\$ 73,520.00	\$ 73,520.00	\$ 147,040.00	\$ 36,760.00
Yamhill County District Attorney's Office	\$ 184,616.00	\$ 184,616.00	\$ 369,232.00	\$ 92,308.00
Total	\$ 7,179,245.00	\$ 7,179,245.00	\$ 14,358,490.00	\$ 3,589,622.50

¹ Grantees may apply for up to the amounts listed. Electing not to apply for the full allocation will not impact future funding.

GRANT WORKSHEET

FY 2023/2024 BUDGET

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

Funding Source Code _____
For Accounting Department use only

County Fund & Dept Receiving Grant
010 General 01522 DA/Victims As

Award Period:
 Begin: 10/1/2023

GRANT Common Name 2023-2025 VOCA NC Grant	GRANT Formal Name 2023-2025 VOCA Non-Competitive Grant Award
---	--

Everyday name used within your department *Complete formal name given to grant by funding source*

PLEASE ATTACH COPY OF GRANT AWARD

Source of Funds

Where did the funding come from?
 Did the funds come directly to the county from the federal government?
 Did the funds pass through the State of Oregon or another organization before arriving at the county?

Grant Number:
If Federal Grant: CFDA Number
If State Grant: Number assigned by state funding source

- Direct, federal government, dept of _____ CFDA: _____
- ARRA, federal "Stimulus" _____ CFDA: _____
- Indirect, federal government, dept of Dept. of Justice (DOJ) Office for Victims of Crime (OVC) CFDA: 16.575
 and State of Oregon, dept/division of Dept. of Justice (DOJ) Crime Victims and Survivors Services Division (CVSSD)
- Indirect, federal government, dept of _____ CFDA: 0
 and another entity or organization _____
- Direct, State of Oregon, dept/division of _____
- Indirect, State of Oregon, dept/division of _____
 via another entity or organization _____
- Other _____

Total Amount of Award: \$ 199,346.00

Is this a new grant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Requirement Amount <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How Much: \$ _____ <input type="checkbox"/> Hard Dollar Match <input type="checkbox"/> In-Kind (IDENTIFY below)	Is this a multiyear grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payment Method: <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement		IF Yes: Amount Applicable to Current Budget Year: \$ 74,754.75
Reporting Cycle <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	Grant Administrator: Accounting Contact:	Kristina Vatne Kristina Vatne

**APPENDIX C:
2023-2025 CRIMINAL FINES ACCOUNT (CFA) GRANT ALLOCATION**

County	CFA Year 1 Allocation	CFA Year 2 Allocation	Total Maximum ¹ CFA Allocation
Baker County District Attorney's Office	\$ 19,079.00	\$ 19,079.00	\$38,158.00
Benton County District Attorney's Office	\$ 59,704.00	\$ 59,704.00	\$119,408.00
City of Albany	\$ 25,187.00	\$ 25,187.00	\$50,374.00
City of Beaverton	\$ 35,442.00	\$ 35,442.00	\$70,884.00
City of Eugene	\$ 56,952.00	\$ 56,952.00	\$113,904.00
Clackamas County District Attorney's Office	\$ 221,930.00	\$ 221,930.00	\$443,860.00
Clatsop County District Attorney's Office	\$ 37,022.00	\$ 37,022.00	\$74,044.00
Columbia County District Attorney's Office	\$ 36,173.00	\$ 36,173.00	\$72,346.00
Coos County District Attorney's Office	\$ 50,480.00	\$ 50,480.00	\$100,960.00
Crook County District Attorney's Office	\$ 24,490.00	\$ 24,490.00	\$48,980.00
Curry County District Attorney's Office	\$ 24,485.00	\$ 24,485.00	\$48,970.00
Deschutes County District Attorney's Office	\$ 112,198.00	\$ 112,198.00	\$224,396.00
Douglas County District Attorney's Office	\$ 78,726.00	\$ 78,726.00	\$157,452.00
Gilliam County District Attorney's Office	\$ 12,696.00	\$ 12,696.00	\$25,392.00
Grant County District Attorney's Office	\$ 14,975.00	\$ 14,975.00	\$29,950.00
Harney County District Attorney's Office	\$ 15,701.00	\$ 15,701.00	\$31,402.00
Hood River County District Attorney's Office	\$ 31,790.00	\$ 31,790.00	\$63,580.00
Jackson County District Attorney's Office	\$ 153,997.00	\$ 153,997.00	\$307,994.00
Jefferson County District Attorney's Office	\$ 23,445.00	\$ 23,445.00	\$46,890.00
Josephine County District Attorney's Office	\$ 57,254.00	\$ 57,254.00	\$114,508.00
Klamath County District Attorney's Office	\$ 49,838.00	\$ 49,838.00	\$99,676.00
Lake County District Attorney's Office	\$ 15,005.00	\$ 15,005.00	\$30,010.00
Lane County District Attorney's Office	\$ 235,766.00	\$ 235,766.00	\$471,532.00
Lincoln County District Attorney's Office	\$ 41,197.00	\$ 41,197.00	\$82,394.00
Linn County District Attorney's Office	\$ 89,202.00	\$ 89,202.00	\$178,404.00
Malheur County District Attorney's Office	\$ 34,986.00	\$ 34,986.00	\$69,972.00
Marion County District Attorney's Office	\$ 199,118.00	\$ 199,118.00	\$398,236.00
Morrow County District Attorney's Office	\$ 17,504.00	\$ 17,504.00	\$35,008.00
Multnomah County District Attorney's Office	\$ 488,174.00	\$ 488,174.00	\$976,348.00
Polk County District Attorney's Office	\$ 57,250.00	\$ 57,250.00	\$114,500.00
Sherman County District Attorney's Office	\$ 12,863.00	\$ 12,863.00	\$25,726.00
Tillamook County District Attorney's Office	\$ 25,223.00	\$ 25,223.00	\$50,446.00
Umatilla County District Attorney's Office	\$ 63,783.00	\$ 63,783.00	\$127,566.00
Union County District Attorney's Office	\$ 35,151.00	\$ 35,151.00	\$70,302.00
Wallowa County District Attorney's Office	\$ 14,693.00	\$ 14,693.00	\$29,386.00
Wasco County District Attorney's Office	\$ 27,260.00	\$ 27,260.00	\$54,520.00
Washington County District Attorney's Office	\$ 309,966.00	\$ 309,966.00	\$619,932.00
Wheeler County District Attorney's Office	\$ 12,244.00	\$ 12,244.00	\$24,488.00
Yamhill County District Attorney's Office	\$ 63,666.00	\$ 63,666.00	\$127,332.00
Total	\$ 2,884,615.00	\$ 2,884,615.00	\$5,769,230.00

¹ Grantees may apply for up to the amounts listed. Electing not to apply for the full allocation will not impact future funding.

0 GRANT WORKSHEET

FY 2023-2024 BUDGET

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

Funding Source Code 118533111270
For Accounting Department use only

County Fund & Dept Receiving Grant
185 Library

Award Period:

Begin: 2024
End: _____

Common Name <u>Ready To Reach</u> <small>Everyday name used within your department</small>	Formal Name <u>Ready To Reach Grant Program</u> <small>Complete formal name given to grant by funding source</small>
--	--

PLEASE ATTACH COPY OF GRANT AWARD

Source of Funds

Where did the funding come from?
Did the funds come directly to the county from the federal government?
Did the funds pass through the State of Oregon or another organization before arriving at the county?

Grant Number:

If Federal Grant CFDA Number
If State Grant: Number assigned by state funding source

- Direct, federal government, dept of _____ CFDA: _____
- Indirect, federal government, dept of _____ CFDA: _____
and State of Oregon, dept/division of _____
- Indirect, federal government, dept of _____ CFDA: _____
and another entity or organization _____
- Direct, State of Oregon, dept/division of Oregon State Library 543-040-0005
- Indirect, State of Oregon, dept/division of _____
via another entity or organization _____
- Other _____

Total Amount of Award: \$ 6,555

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

Tillamook County Library 2024

Ready to Read 2024

Tillamook County Library

Don Allgeier
1716 Third St
Tillamook, OR 97141

dallgeie@co.tillamook.or.us
O: 503-842-4792

Melanie Hetrick

mhetrick@co.tillamook.or.us
O: 503-842-4792 x1784

Application Form

Staff Information

Welcome to the 2024 Ready to Read Application. For support with this process, please review the Ready to Read Application LibGuide. The LibGuide includes our Youth Services Consultant's contact information, and information on upcoming Virtual Office Hours. Please don't hesitate to get in touch.

Grant Coordinator Name*

Melanie Hetrick

Grant Coordinator E-mail*

mhetrick@co.tillamook.or.us

Grant Coordinator Phone*

503-842-4792 ext: 1784

Collaboration

We have a new feature that allows multiple staff to collaborate by viewing, editing, or submitting the application. For example, if you are a staff member who needs to show their director or another staff member the application before submitting, please select yes. Here is a quick video of what that looks like:

Video Tutorial: (2 minutes)

Written Tutorial

Will you be inviting any other library staff to collaborate with you on this application?*

Yes

Collaborator Information

Collaborator Name and Title:*

Don Allgeier, Director

Collaborator E-mail*

dallgeie@co.tillamook.or.us

Additional Collaborator Name & Title
Additional Collaborator E-mail

Project Information & Outcomes

Project Name*

Please title your project: *(Your Library Name) 2024 Ready to Read Project.*

Tillamook County Library 2024

Outcomes*

The Ready to Read grant program strives to achieve the following outcomes:

- **Early Literacy Outcome #1:** Young children develop the six early literacy skills by the time they start kindergarten.
- **Early Literacy Outcome #2:** Adults enjoy reading, singing, talking, writing, and playing with their young children regularly to help them develop early literacy skills.
- **Summer Reading Outcome #1:** Youth maintain or improve their literacy skills over the summer.
- **Summer Reading Outcome #2:** Youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time over the summer.
- **Summer Reading Outcome #3:** Adults enjoy spending time engaging in literacy activities with youth over the summer to help them develop literacy skills.

Please indicate which outcomes your project will work towards.

Summer Reading Outcome #1, #2, and/or #3

Summer Reading #1, #2, #3

Statewide Summer Reading Program*

When Ready to Read funds are used towards a Summer Reading outcome, libraries are required to use the statewide Summer Reading program. In 2024, the theme is Read, Renew, Repeat. If your library has a special need for an alternative next year, please check in with our Youth Services Consultant about your community needs before submitting this application.

Our library will use the 2024 statewide Summer Reading program.

Summer Reading Outcome #1: Youth maintain or improve their literacy skills over the summer.
Summer Reading Outcome #2: Youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time over the summer.
Summer Reading Outcome #3: Adults enjoy spending time engaging in literacy activities with youth over the summer to help them develop literacy skills.

See available guidelines for Summer Reading Activities and Spending, Impact, and Sample Applications.

Activities*

Describe how your project works to meet any of the above outcomes. Include any community partners and their activities here.

- *BINGO sheet of activities tied in with literacy
- *Weekly crafts
- *In-person programming
- *Free books and SRP tshirts as incentive prizes

Tillamook County Library will develop and implement a BINGO sheet type Summer Reading activity log. BINGO squares will focus on activities that can be done in and around Tillamook County. For example, children ages 0-6 will read a book with a parent/caregiver about kites & sing a song about kites' children ages 7-11 will check out a library book that teaches them how to build a kite and will be given the materials to make a kite and encouraged to try and fly it. Prizes (free books, tshirts, art/school supplies) will be earned by completing BINGO squares. The more squares completed, the more free books earned. In his incentive-based

way, children will be encouraged to participate in library activities, attend programs/performances and check out library materials.

We will partner with the schools, daycares, preschools and homeschooling co-ops across the county to advertise the Summer Reading Program.

Spending*

Describe what you plan to purchase with grant funds, and how it relates to your project and the activities you listed above.

Grant funds will be used to purchase:

Free incentive prize books from Scholastic; children earn 1 book per column of BINGO activities completed. If children complete the entire BINGO sheet they will earn 5 free books to begin or add to their home libraries.

Impact*

How will you know you are meeting any of the Summer Reading outcomes?

In making free books the primary incentive prize for participating in Summer Reading, I am hoping that children and their caregivers will be excited to sign up and participate in Summer Reading. Increased registration numbers in Beanstack, our online SRP tracking tool, will show the effectiveness of our program and advertising efforts. Children visiting the main library and branches to obtain the newest weekly craft will be a good indicator of the success of our endeavors. Children coming in to the libraries to pick their free books is also a way to know that kids are choosing to engage with Summer Reading.

Tillamook County is a rural county. With the exception of the public library bookstore and one bookstore in a wealthy part of the county, it really is a "book desert". In providing free books and school supplies as incentive prizes, we are assisting our under-served youth by making it possible to get books into the homes of children who may not have any to begin with or way to obtain books to own.

Your Why

Why are the activities and your plan described above the best use of these funds for your community?

The number one childhood indicator of long term academic achievement is the presence of books in the childhood home (https://www.educationworld.com/a_issues/chat/chat265.shtml). Being a rural, mostly impoverished county with no source of affordable children's books, offering books as prizes is a tangible way the Tillamook Library can support the families in our community.

Supporting Documents - Optional

Supporting Documents

If you have additional documents (Example: letters of support) you wish to include in your application, please upload here. You can see a sample letter here.

Budget

To submit your budget:

1. Download the Budget Worksheet if you are using it. *You may also use a budget sheet of your choice, for example, an Excel spreadsheet.*
2. Enter and save your data.
3. Please name your budget *(Library Name) 2024 Ready to Read Budget.*
4. Upload the completed budget worksheet below.

Ready to Read Project Budget*

2024_R2R_Budget(2).xlsx

If you used the linked budget form, the numbers to input below will come directly from the budget. More information about these numbers and why we ask for them is here. We ask you to enter the numbers here again because these boxes feed directly into a spreadsheet and it is easy to work with the data this way. Because these are preliminary numbers, it is okay to make your best guess at them! We don't expect them to match your final report exactly.

What is the amount of your proposed Ready to Read grant?*

Please enter the grant amount for your library from the Preliminary Grant Amounts spreadsheet found here, or from the same spreadsheet mailed to your library.

\$6,555.00

What is the amount of in-kind funding you anticipate spending on your project?*

\$113,110.60

What is the amount of funding from other sources you anticipate spending on your project?*

\$0.00

What is the total amount of anticipated spending for this project, including all funding streams?*

\$119,665.60

Submission

Submission*

By submitting this application, I affirm:

My organization has authorized me to submit this application for Ready to Read funds.

The information contained in this application is true and correct.

Any partners listed above have committed to supporting our proposed project.

Should we receive this award, our library will carry out the project described in this application.

We will comply with all state requirements for the administration of Ready to Read grants.

Grant funds will supplement the library's budget from local sources.

File Attachment Summary

Applicant File Uploads

- 2024_R2R_Budget(2).xlsx



**State Library
of Oregon**

Ready to Read Grant Program 2024 Budget

For information on filling out this worksheet, see Budget Directions.

Your library: Tillamook County Library

EARLY LITERACY

Description

Describe what will be purchased.

Justification

Briefly explain how this cost relates to your project.

Early Literacy Totals



**State Library
of Oregon**

Ready to Read Grant Program 2024 Budget

For information on filling out this worksheet, see Budget Directions.

Your library: Sunnyview Public Library

EARLY LITERACY

Description

Describe what will be purchased.

Justification

Briefly explain how this cost relates to your project or what outcome it supports.

Early Literacy Librarian, 300 hours @ \$30/hr

Select books and materials and conduct outreach visits

Supplies for early literacy kits (bins, board books, flashcards, puppets, puzzles, manipulatives)

To distribute at outreach visits

Bilingual and Spanish language board and picture books

To distribute at outreach visits

Travel mileage (3500 miles @ \$0.58/mile)

Travel to rural sites to deliver programs and books

Early Literacy Totals

SUMMER READING

DESCRIPTION

Describe what will be purchased.

JUSTIFICATION

Briefly explain how this cost relates to your project or what outcome it supports.

Youth Services Librarian, 100 hours @ \$30/hr	Manage summer reading program
Books for all ages, in English and Spanish	Giveaways to incentivize summer reading
General supplies (reading logs, pencils, stickers, tote bags)	For summer reading participants
Promotional materials (bookmarks, posters)	To promote the summer reading program
Summer Reading Totals	

TOTAL EXPENDITURES

** In-Kind: The value put on materials, equipment, staff time or services that are given without charge to the program or organization. You should they assist the project. For example, salary for staff hours to develop and implement a summer reading program would be considered in-kind.*

*** Other Support: Your organization's estimated cash outlay, including money that may be contributed by other public agencies and institutions, appropriating funds specifically for the project, then include those in "Other Support." For example, a specific contribution from your Friends of*

EXAMPLE

Ready to Read funds	In-Kind*	Other Support**	Total
\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
\$ 1,000.00	\$ -	\$ 1,000.00	\$ 2,000.00
\$ 500.00	\$ -	\$ 350.00	\$ 850.00
\$ -	\$ -	\$ 2,030.00	\$ 2,030.00
			\$ -
			\$ -
\$ 1,500.00	\$ 9,000.00	\$ 3,380.00	\$ 13,880.00
Ready to Read funds	In-Kind*	Other Support**	Total

\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
\$ 1,000.00	\$ -	\$ 1,000.00	\$ 2,000.00
\$ 550.00	\$ -	\$ -	\$ 550.00
\$ 150.00	\$ -	\$ -	\$ 150.00
			\$ -
			\$ -
\$ 1,700.00	\$ 3,000.00	\$ 1,000.00	\$ 5,700.00
\$ 3,200.00	\$ 12,000.00	\$ 4,380.00	\$ 19,580.00

I be able to substantiate the value assigned to the contributions and how

. private organizations and/or individuals. If your organization will be the Library organization would be considered other support.

Kiwanda Corridor Project

2023-2025 Competitive Grants Program

Tillamook County

Rachel Hagerty
201 Laurel Avenue
Tillamook, OR 97141

rhagerty@co.tillamook.or.us
O: 503-842-3403

Rachel Hagerty

201 Laurel Avenue
Tillamook, OR 97141

rhagerty@co.tillamook.or.us
O: 503-842-3404

LOI Form

Overview: Eligibility

Important note:

Please be sure the contact information in your profile is current for both you and your organization. Please **email the grants team** for assistance, if needed.

After submitting the Letter of Intent form (LOI), approved entities will be invited to complete the online application. Please review Section V. Review of Applications; Decision to Award in the [Grant Guidelines](#).

As you work on this LOI, you can save a draft and come back to finish your work before the submission deadline. To do so, click "save" at the bottom right-hand side of the form. When you return to the application portal you will see a draft LOI on your dashboard, to continue with the application, click "Edit".

Direct additional questions to grants@traveloregon.com. Questions and responses will be publicly posted to the program FAQ page that can be found here: [FAQ Page](#).

Grant Project Contact*

First and Last Name

Rachel Hagerty

Grant Project Contact Email Address*

rhagerty@co.tillamook.or.us

Grant Project Contact Phone Number*

Daytime Phone Number (include only number and no symbols)

5038423404

Entity Verification*

Select the entity type that accurately describes your organization.

*****If you are unsure of your eligibility, please email grants@traveloregon.com prior to completing this application.**

Local government

Name of Federally Recognized Tribe

Nonprofit Entity Type

Please confirm and select your non-profit entity type.

Secretary of State Registration

Confirm your nonprofit entity is currently registered with the Oregon Secretary of State's Office:

Tourism Region*

Select the tourism region(s) your grant project impacts:

Oregon Coast

Project Name*

Kiwanda Corridor Project

Grant Amount Requested*

Please reference page 5 of the Grant Guidelines - III. FUNDING to ensure your request is within the allowable funding range.

\$100,000.00

Total Overall Project Cost*

\$387,480.00

Project Category*

Please note, you may not change the project category if you are invited to complete a full application.

Enhancement and/or expansion of tourism infrastructure to be more accessible/inclusive

Project Description*

Describe the project for which funding is requested

The Pacific City/Woods area, surrounding Cape Kiwanda, has ±1,000 year-round residents. The summer population surges as visitors access the beaches and businesses. Tillamook County experiences 3.5 million visitors per-year (1.25 million day-trippers). This influx creates a myriad of parking issues and traffic congestion at Cape Kiwanda and the adjacent downtown. There is a lack of safe, continuous pedestrian and bicycle facilities. Visitors generate trash and litter due to an absence of convenient and well-managed garbage/recycling amenities.

The County's Kiwanda Corridor Project aims to correct these issues by utilizing multiple existing County properties in the area. Utilizing the properties can reduce visitation pressures by alleviating traffic congestion, programming refuse/recycling collection, improving wayfinding, enhancing parking amenities, while encouraging multi-modal transportation via new multi-use pathway (MUP) and free shuttle use between these attractions. The Project aims to promote equitable access via alternate means of transportation with the MUP and free shuttle. More project information is located here:

<https://tillamookcoast.com/southcounty/kiwanda-corridor/>

The Project supports Travel Oregon's vision of 'an Oregon that is a welcoming destination where tourism drives economic prosperity, benefits the natural environment and celebrates rich, diverse cultures'. Advancing the Project will improve local livability issues and visitor experiences; encourage longer stays, stewardship and attract new visitors during the shoulder season. This will address local business needs for more consistent and predictable revenue.

As part of the Project, the County spent 10 months gathering input from community residents, businesses, and stakeholders to create a Preferred Concept Plan (PCP). The overall Project cost of \$41.6 million is currently unfunded and requires the County phase improvements while seeking outside support. This PCP is the basis for current construction at the \$4.2 million Cape Kiwanda Parking Lot (Phase 1).

This application requests funding to initiate a Wayfinding Master Plan (WMP) to help residents and visitors determine their location in relation to nearby or desired destinations of the Project. The WMP will identify

gateway, directional and regulatory signage, informative kiosks and interactive media that welcomes visitors and tells the area's story. The WMP will promote universal design accessible by a wide range of diverse users including children, non-English speakers, and persons with vision, hearing and cognitive impairment disabilities.

The WMP supports the development of new and existing tourism-related facilities of the PCP as funding becomes available. Implementing the WMP will help protect the area's natural resources while educating visitors on what makes this part of Oregon unique. Proposals were obtained from three vendors to generate the WMP, which includes a schedule of 6 to 12 months for completion.

Travel Oregon's biennial strategic priorities*

The following are Travel Oregon's biennial strategic priorities. Please select which of the following your project is aligned with or addresses. *Select all that apply*

- **STRATEGY 1** - Reduce high visitation pressures and increase community livability by investing in the development of niche tourism product that is based on growing visitor demand and Oregon's competitive advantage (e.g., outdoor recreation, culinary, agritourism, arts and culture)
- **STRATEGY 2** - Expand opportunities for residents and tourism stakeholders to actively engage and collaborate in destination management processes; provide timely feedback loops
- **STRATEGY 3** - Align and support communications across the tourism industry to improve visitor behaviors and experiences with timely information, responsible recreation practices and respect for all communities
- **STRATEGY 4** - Support the development of new and existing tourism-related facilities and products (e.g., visitor experiences, attractions, and public spaces) to better serve historically and currently underserved and under-resourced communities.

STRATEGY 1

STRATEGY 4

Permitting*

All required permits for this project have been secured.

No

Affirmation*

If awarded funding, the project will be completed by **April 14, 2025**:

(NOTE: Travel Oregon will not authorize timeline extensions for these projects. If an awarded project is not complete by **April 14, 2025**, any unspent funds must be returned to Travel Oregon and no further disbursement of remaining funds will occur).

Yes

Supporting Documents

Proof of Federal Tax ID*

Travel Oregon Substitute Federal W-9 Form – The following fields must be filled for the form to be considered complete:

- **Box 1** – First and Last Name
- **Box 2** – Business Name

- Box 3 – Check appropriate box for tax classification (see Part III for instructions)
- Box 4 & 5 – Mailing Address
- Part II – EIN
- Part IV – Signature and date are required

*****Note:** The address on this form will be used to mail awarded funds.

PLEASE SELECT YOUR TAX CLASSIFICATION FIRST TO REVEAL THE FILLABLE FIELDS YOU NEED TO COMPLETE.
(10Mbs maximum)

Travel-Oregon-Alternate-W9-NEW_signed.pdf

Proposal Budget*

Project budget (must be completed on required form).

Grant-Budget-23.xlsx

LOI RESPONSES AND INFORMATION CANNOT BE EDITED IF YOU ARE APPROVED TO COMPLETE THE FULL APPLICATION.

File Attachment Summary

Applicant File Uploads

- Travel-Oregon-Alternate-W9-NEW_signed.pdf
- Grant-Budget-23.xlsx

SUBSTITUTE

W-9

Oregon Tourism Commission (dba Travel Oregon)
319 S.W. Washington St., Suite 700, Portland, OR 97204
Phone: 971.717.6205



Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

PART I Taxpayer Information (TYPE or PRINT LEGIBLY)

1 Name (as shown on your income tax return). Name is required on this line; **DO NOT LEAVE BLANK**.
See PART III Which Name, Number and Tax Classification to Give the Requestor for additional guidance.

Tillamook County

2 Business Name / Doing Business As (DBA) name / disregarded entity name, if different from above.

3 Check appropriate box for federal tax classification of the name entered on line, **CHECK ONLY ONE**.
See PART III Which Name, Number and Tax Classification to Give the Requestor for additional guidance.

- Individual
- Sole Proprietor
- Trust/Estate
- Public Entity/Government
- C-Corporation
- S-Corporation
- Nonprofit Corporation
- Partnership
- Single-member Limited Liability Company (LLC)*
- LLC - Partnership
- LLC - C-Corporation
- LLC - S-Corporation

* NOTE: DO NOT check this box if single-member LLC is owned by another entity and disregarded for tax purposes. Select the tax classification of the owner entity name on Line 1.

4 Address (number, street, and apt or suite no.)

201 Laurel Avenue

5 City, State, and ZIP Code

Tillamook, Oregon 97141

PART II Taxpayer Identification Number (TIN)

ENTER ONLY ONE TIN

Enter your TIN in the appropriate box to the right. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals and sole proprietors this is generally your social security number (SSN). For single-member LLC/disregarded entity, see PART III Which Name, Number and Tax Classification to Give the Requestor for additional guidance. For most other entities, it is your employer identification number (EIN).

Social Security Number (SSN)

--	--	--	--	--	--	--	--	--	--

or

Employer identification number (EIN)

9	3	-	6	0	0	2	3	1	2
---	---	---	---	---	---	---	---	---	---

NOTE: See PART III Which Name, Number and Tax Classification to Give the Requestor for additional guidance.

PART III Which Name, Number and Tax Classification to Give the Requestor

IF the payee is a(n)...	THEN enter name on Line 1 for...	THEN check the tax classification on Line 3...	THEN enter TIN in PART II...
1. Individual	The individual * Two or more individuals (joint account), list both names and circle the name of the person whose SSN you furnish	Individual	SSN
2. Sole Proprietor	The individual owner (business name or DBA goes on Line 2)	Sole Proprietor	SSN
3. Trust/Estate	The legal entity * If Revocable Trust, the individual grantor-trustee	Trust/Estate	EIN * if Revocable Trust, SSN
4. Public Entity / Government	The public entity, such as a state or local government, school district	Public Entity / Government	EIN
5. C-Corporation, or S-Corporation, or Nonprofit Corporation	The corporation	C-Corporation, or S-Corporation, or Nonprofit Corporation	EIN
6. Partnership	The partnership	Partnership	EIN
7. Single-member Limited Liability Company (LLC)	If owned by an individual, and disregarded for tax purposes The individual owner (disregarded LLC name goes on Line 2)	Single-member Limited Liability Company (LLC)	SSN, or EIN of individual owner (NOT the LLC) * IRS prefers SSN
	If owned by an entity, and disregarded for tax purposes. The owner entity name (disregarded LLC name goes on Line 2)	of the owner entity	EIN
8. LLC - Partnership	The LLC partnership	LLC - Partnership	EIN
9. LLC - C-Corporation, or LLC - S-Corporation	The LLC corporation	LLC - C-Corporation, or LLC - S-Corporation	EIN

PART IV Signature and Certification

Under penalties of perjury, I hereby certify that: 1) the above information is true and correct, 2) I am not subject to backup withholding, and 3) I am a U.S. person (including a U.S. resident alien).

Sign Here

Signature of U.S. person ►

Debra Hayes

Date ►

8/8/2023



**OREGON DEPARTMENT
of VETERANS' AFFAIRS**

**COUNTY APPLICATION FOR ODVA FUNDS
FY2024: JULY 1, 2023 TO JUNE 30, 2024**

This is a fillable form. Save the form to your computer, complete the form, print, sign, scan and send electronically.

A county must complete and submit this form along with the required documents listed below to the Oregon Department of Veterans' Affairs **no later than 8/31/2023** in order to receive state funds for the county's Veteran Services Office. Please submit the documents to: ODVA_CVSO-NSOFunding@odva.oregon.gov.

SUBMIT TO: ODVA_CVSO-NSOFunding@odva.oregon.gov

TIME PERIOD
July 1, 2023 to June 30, 2024

CONTACT INFORMATION

Oregon Department of Veterans' Affairs, Strategic Partnerships Division
700 Summer St NE Salem, OR 97301-1285
For questions, please call: (503) 373-2090

COUNTY
Tillamook County

Budgeted Revenue for July 1, 2023 to June 30, 2024

ITEM	AMOUNT
County Funds	\$ 395,463
Carry forward of unspent budgeted funds from previous fiscal year <i>(if applicable)*</i>	\$ 197,121
ODVA Funds for 2023-24	\$ 99,416
Other Funds <i>(Identify source)</i>	\$ 0
TOTAL REVENUE	\$ 692,000

Budgeted Expenditures for July 1, 2023 to June 30, 2024

TOTAL BUDGETED EXPENDITURES | \$ 692,000

(NOTE: Budgeted expenditures should match budgeted revenue)

Required Documents

- A copy of the approved budget for county Veteran Services Office for the fiscal year 2024.
- A copy of the actual revenue and expenditures for the prior fiscal year, **if changed since submission with fourth quarter report.**
- *A description of the planned use of the carry-forward funds from FY 2023, if applicable.*
- If the county contracts for the provision of veteran services, attach a signed copy of the contract.

CERTIFICATION

By my signature below, I hereby certify the following: the county is applying for funds for the county Veteran Services Office from the Oregon Department of Veterans' Affairs; the county will use these funds only as provided in ORS 406.310 and ORS 406.450 – 406.460; the county will comply with the Oregon Administrative Rules in Chapter 274, Division 030 that govern these funds; and the county will submit quarterly reports of activities and expenditures to the Oregon Department of Veterans' Affairs no later than the 30th day of the month following the end of each quarter.

Printed Name of County Commissioner/Judge (or designee)

Erin D. Skaar

Signature of Authorized County Representative named above

Date Signed

August 16, 2023

Title of Signer

Email Address

Telephone Number

Chair, Board of Commissioners

eskaar@co.tillamook.or.us

(503) 842-3403

ODVA APPROVED FOR FUNDING

Authorized Signature

Date

TILLAMOOK COUNTY
FY2023-24 Annual Budget



Fund: 194
Department: 19400

		2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024
	Account No.	Actuals	Actuals	Budget	Requested Budget	Proposed Budget	Approved Budget	Adopted Budget
Veteran's Services								
Departmental Revenue								
Beginning Balance	4000	219,942	188,972	170,500	210,000	210,000	210,000	210,000
Property Taxes - Current	4010	261,174	272,455	360,500	382,000	382,000	382,000	382,000
Property Taxes - Previous	4011	9,173	9,106	4,500	5,000	5,000	5,000	5,000
Federal Grants	4225	(101)	-	-	-	-	-	-
ODVA Aid to Counties	4250	83,427	4,000	-	-	-	-	-
Veterans Service Contract	4266	-	90,989	-	-	-	-	-
Enhancement and Expansion Funds	4274	-	-	84,260	95,000	95,000	95,000	95,000
Donations	4269	240	1,555	-	-	-	-	-
County Land Sales	4301	1,439	102	-	-	-	-	-
Refunds & Reimbursements	4401	564	134	-	-	-	-	-
Miscellaneous Revenue	4690	-	-	100	-	-	-	-
Interest	4699	1,440	751	500	-	-	-	-
Total Revenues		577,297	568,064	620,360	692,000	692,000	692,000	692,000
Departmental Expense								
Personal Services								
Salaries								
Management/Supervisory	5200	54,813	50,850	54,200	59,000	59,000	59,000	59,000
Administrative/Clerical	5400	104,386	119,133	134,500	143,100	143,100	143,100	143,100
AFSCME Incentive	5750	-	-	1,700	1,700	1,700	1,700	1,700
Leave Buy Out	5897	18,855	-	3,700	3,800	3,800	3,800	3,800
Overtime	5899	-	-	3,000	3,000	3,000	3,000	3,000
Total Salaries		178,054	169,983	197,100	210,600	210,600	210,600	210,600
Taxes & Benefits								
Employer's FICA	5950	13,070	12,423	15,600	16,500	16,500	16,500	16,500
OR Paid Family Medical Leave	5952	-	-	-	900	900	900	900
Worker Compensation	5955	1,347	794	1,300	1,400	1,400	1,400	1,400
Unemployment	5960	-	-	-	-	-	-	-
Health & Life Insurance	5965	65,987	68,717	84,500	78,200	78,200	78,200	78,200
Retirement	5970	57,483	62,456	66,500	70,000	70,000	70,000	70,000
VEBA	5980	6,740	5,520	5,700	5,700	5,700	5,700	5,700
Total Taxes & Benefits		144,627	149,910	173,600	172,700	172,700	172,700	172,700
Total Personal Services		322,681	319,893	370,700	383,300	383,300	383,300	383,300
Total Full-Time Equivalent		4.00	4.00	3.80	3.80	3.80	3.80	3.80
Materials & Services								
Office Supplies	6001	309	68	500	500	500	500	500
Non-Capital Office Equipment	6003	395	-	-	-	-	-	-
Computer Software & Licensing	6009	1,340	2,981	2,300	3,000	3,000	3,000	3,000
Printing & Advertising	7001	3,402	1,699	5,000	5,000	5,000	5,000	5,000
Postage & Shipping	7005	72	-	100	200	200	200	200
Telephone	7007	2,382	3,231	2,500	3,000	3,000	3,000	3,000
Memberships & Dues	7050	-	225	200	200	200	200	200
Travel/Training/Mileage	7080	80	33	3,000	3,000	3,000	3,000	3,000
Contracted Services	7105	10,007	9,181	15,000	30,000	30,000	30,000	30,000
R&M/Office Equipment	7601	527	177	1,000	1,000	1,000	1,000	1,000
Misc Materials & Services	7899	3,147	3,461	6,500	6,500	6,500	6,500	6,500
Indirect Cost Allocation	8001	41,810	52,320	52,390	44,050	44,050	44,050	44,050
Intercounty/Insurance	8002	2,175	2,145	3,300	4,150	4,150	4,150	4,150
Total Materials & Services		65,644	75,522	91,790	100,600	100,600	100,600	100,600

TILLAMOOK COUNTY
FY2023-24 Annual Budget



		2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024
		Actuals	Actuals	Budget	Requested Budget	Proposed Budget	Approved Budget	Adopted Budget
Veteran's Services	Account No.							
Capital Outlay								
Computers/Office Equipment	9020	-	52	2,500	2,500	2,500	2,500	2,500
Total Capital Outlay		-	52	2,500	2,500	2,500	2,500	2,500
Operating Contingency								
Operating Contingency	9900	-	-	49,350	50,000	50,000	50,000	50,000
Total Contingency		-	-	49,350	50,000	50,000	50,000	50,000
Unapp Ending Fund Bal								
Unapp Ending Fund Bal	9995	188,972	172,598	106,020	155,600	155,600	155,600	155,600
Total Unapp Ending Fund Bal		188,972	172,598	106,020	155,600	155,600	155,600	155,600
Total Expenditures		<u>577,297</u>	<u>568,064</u>	<u>620,360</u>	<u>692,000</u>	<u>692,000</u>	<u>692,000</u>	<u>692,000</u>
Veteran's Services Revenues minus Expenditures		-	(0)	-	-	-	-	-
Tillamook County								
Statement of Budget								
Fiscal Year July 1, 2023 - June 30, 2024								
Total Personal Services		322,681	319,893	370,700	383,300	383,300	383,300	383,300
Total Materials & Services		65,644	75,522	91,790	100,600	100,600	100,600	100,600
Total Capital Outlay		-	52	2,500	2,500	2,500	2,500	2,500
Total Contingency		-	-	49,350	50,000	50,000	50,000	50,000
Total Unappropriated Ending Fund Balance		<u>188,972</u>	<u>172,598</u>	<u>106,020</u>	<u>155,600</u>	<u>155,600</u>	<u>155,600</u>	<u>155,600</u>
Veteran's Services Totals		<u>577,297</u>	<u>568,064</u>	<u>620,360</u>	<u>692,000</u>	<u>692,000</u>	<u>692,000</u>	<u>692,000</u>

5-year local option tax levy passed May 2022 - \$0.07/\$1,000
 Current OMB Uniform Guidance Indirect Cost Allocation - \$44,050
 Charged - \$44,050

Services, Contributions, & Expenses to Obligate	Amount	GL Number	Description
Veterans Services Coordinator	\$ 71,183.79	5400, 5899, 5897, 5750, 5950, 5955, 5965, 5970, 5980	One VSC position is fully funded by ODVA Funds
Veterans Festival	\$ 20,000.00	7105	Venue reservations, food, etc.
Food for Veterans Day Event @ Tillamook Air Museum	\$ 2,000.00	7105	Quote from Pacific Resteraunt
Tai Chi For Veterans at the Tillamook YMCA	\$ 1,000.00	7105	VSO Staff will pitch services to Tai Chi Students
Yoga For Veterans at the Tillamook YMCA	\$ 2,000.00	7105	VSO Staff will pitch services to Yoga Students
Yoga For Veterans at the NCRD	\$ 2,000.00	7105	VSO Staff will pitch services to Yoga Students
Advertising in Local Newspapers, Local Events, and Online	\$ 5,000.00	7001	Advertising budget is fully funded by ODVA
ODVA Funds Rolled Over Into Fiscal Year 2024-2025	\$157,937.21	9995	
Total ODVA Carry Over Funds	\$197,121.00		



Oregon

Jina Kotek, Governor

Department of Veterans' Affairs

700 Summer St NE

Salem, OR 97301-1285

800-828-8801 | 503-373-2085

www.oregon.gov/odva

August 7, 2023

Dear Tillamook County Commission,

The mission of the Oregon Department of Veterans' Affairs (ODVA) is to serve and honor veterans through our leadership, advocacy and strong partnerships. County Veteran Service Officers are key to accomplishing this mission. It is their hard work that helps ensure that Oregon's veterans and their families receive the benefits and care to which they are so rightfully entitled.

Enclosed is an application for the county to receive ODVA pass-through funds for fiscal year 2024 (July 1, 2023 through June 30, 2024), to expand and enhance veteran services provided in your county. Funds are based on the 2023-25 ODVA Legislatively Adopted Budget, and adjusted for veteran's population in your county, as reported by the U.S. Department of Veterans Affairs for 2022.

Included in the application is information on unspent veteran services funds from fiscal year 2023. When identifying these carry forward amounts, ODVA is considering the statutory requirements around the appropriation of these dedicated funds and their uses.

The following documents should be submitted to ODVA via email: ODVA_CVSO-NSOFunding@odva.oregon.gov no later than **August 30, 2023**. Please notify ODVA, if this return date is not sufficient time to return the following documents.

- Completed application for ODVA pass-through funds, signed by a County Commissioner or County Judge.
- A copy of the approved budget for the County Veteran Services Office for FY 2023 (July 1, 2023 - June 30, 2024), including any unspent Veteran Services funds carried forward from FY 2022 (July 1, 2022 – June 30, 2023).
- If changes have been made to the prior fiscal year since submitting the FY 2023 4th quarter report, provide actual revenue and expenditures. *This only needs to be included if significant changes have occurred since you submitted the fourth quarter report.*
- If the county contracts for the provision of veteran services, a signed copy of the contract (see section on contracting below).

ODVA pass-through fund distributions are made quarterly, upon receipt of expenditure and activity reports submitted no later than the last business day of the month following the end of the quarter. All forms must be signed by an individual authorized by the county. **Quarterly reports will be due:**



Oregon

Tina Kotek, Governor

Department of Veterans' Affairs

700 Summer St NE

Salem, OR 97301-1285

800-828-8801 | 503-373-2085

www.oregon.gov/odva

- 1st Quarter (July 1- September 30): **October 31, 2023**
- 2nd Quarter (October 1- December 31): **January 31, 2024**
- 3rd Quarter (January 1- March 31): **April 30, 2024**
- 4th Quarter (April 1- June 30): **July 31, 2024**

County Contracting for Veteran Services. A county may contract for veteran services. The written contract must include specific deliverables that meet the criteria contained in ORS 406.450 and ORS 408.410. A county may only use ODVA pass-through funding for a purpose listed in the afore mentioned statutes. Any such contract must be sent to ODVA within 30 days of its execution.

If you have any questions or concerns, please feel free to contact me at 503.931.5780 or at sheronne.blasi@odva.oregon.gov.

We thank you for the invaluable services you provide to Oregon veterans and their families, and we look forward to our continued partnership.

Sincerely,

Sheronne Blasi
Strategic Partnerships, Division Director

Enclosure: Application to Receive ODVA Funds