

**OREGON DEPARTMENT OF JUSTICE  
CRIME VICTIM AND  
SURVIVOR SERVICES DIVISION**



**2025-2027**

**CHILD ABUSE MULTIDISCIPLINARY INTERVENTION  
REGIONAL CHILDREN'S ADVOCACY CENTER  
(CAMI RCAC)**

**Non-Competitive Grant Funding Opportunity**

**Request for Applications (RFA)**

**Applications Due: April 21, 2025, 4:59 PM PST**

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

## GRANT OPPORTUNITY SUMMARY

<b>Opportunity Type:</b>	Non-Competitive
<b>RFA Release Date:</b>	March 10, 2025
<b>RFA Due Date:</b>	April 21, 2025, at 4:59 PM PST
<b>Award Period:</b>	July 1, 2025 – June 30, 2027
<b>Registration:</b>	Applicants must register in the ODOJ CVSSD E-Grants System
<b>Matching Requirement:</b>	None
<b>Application Videoconference:</b>	March 18, 2025
<b>Purpose:</b>	This Request for Applications (RFA) is to solicit applications from current Regional Children’s Advocacy Centers (RCACs) to provide training and complex case assistance, consultation, education, referral and technical assistance to MDTs and CACs in Oregon.
<b>Eligibility:</b>	Applicants must be current RCAC Grantees

## TABLE OF CONTENTS

GRANT OPPORTUNITY SUMMARY .....	1
RESOURCES FOR THIS APPLICATION .....	1
AMENDMENTS TO THIS APPLICATION .....	1
REQUESTS FOR CLARIFICATION .....	1
TIMETABLE FOR RFA, REVIEWS & GRANT AWARDS .....	2
VIDEOCONFERENCE SCHEDULE FOR RFA.....	3
STAFF CONTACT INFORMATION.....	4
SECTION I: APPLICATION OVERVIEW .....	5
A.    INTRODUCTION.....	5
B.    PURPOSE.....	5
C.    ELIGIBILITY CRITERIA .....	5
D.    HISTORY OF RCACS.....	6
E.    CORE REGIONAL SERVICES .....	8
F.    RCAC SERVICE REGIONS .....	10
G.    COMMON REQUIREMENTS FOR ALL ODOJ CVSSD GRANTEES .....	10
H.    POSSIBLE OUTCOMES OF NON-COMPLIANCE .....	12
SECTION II: GRANT AWARDS.....	13
A.    AWARD PERIOD.....	13
B.    FUNDING AND ALLOCATIONS.....	13
C.    BUDGETS.....	13
D.    USE OF FUNDS .....	14
E.    AVAILABILITY AND DISBURSEMENT OF FUNDS.....	14
F.    PAYMENT OF AWARDS .....	15
SECTION III: GENERAL INSTRUCTIONS FOR E-GRANTS.....	16
A.    COMPLETING THE APPLICATION.....	16
B.    SUBMITTING THE APPLICATION .....	17
SECTION IV: APPLICATION REVIEW AND AWARD PROCESS.....	18

A.	RFA REVIEW PROCESS .....	18
B.	AWARD CONDITIONS .....	19
C.	RESERVATION OF RIGHTS .....	19
D.	RIGHT TO REVIEW ODOJ CVSSD AWARD DECISIONS.....	20
SECTION V: ADDITIONAL GRANTEE REQUIREMENTS.....		21
A.	REPORTING REQUIREMENTS.....	21
B.	MEMO OF UNDERSTANING (MOU) .....	21
C.	GRANT MONITORING.....	21
APPENDIX A: RCAC MEMO OF UNDERSTANDING .....		22
APPENDIX B: TEMPLATE FOR SERVICES OUTSIDE REGION .....		31

## RESOURCES FOR THIS APPLICATION

Throughout this document, the Oregon Department of Justice Crime Victim and Survivor Services Division is referred to as **ODOJ CVSSD**. The 2025 CAMI RCAC Request for Applications is referred to as the “**RFA**” or “**application**.”

The **2025 CAMI RCAC E-Grants Form Instructions** provide guidance for each line item in the application. The instructions can be found on the landing page or on the Form Menu in the E-Grants Application.

The [ODOJ CVSSD E-Grants Applicant User Guide](#) answers questions about navigating the E-Grants system.

An E-Grants training webinar is available, covering the basics of navigating the system, including how to initiate, complete, and submit applications and reports. Links to the webinar (with or without ASL) are located on the [CVSSD E-Grants Information](#) page. The webpage also lists **E-Grants FAQs**, including instructions for **registering a new organization** in E-Grants.

## AMENDMENTS TO THIS APPLICATION

ODOJ CVSSD may amend the RFA. Any amendment(s) or clarifications to the RFA will be posted in the ODOJ CVSSD E-Grants system immediately below the RFA.

## REQUESTS FOR CLARIFICATION

Applicants may submit formal requests for clarification of a provision of this RFA by email to one of the Fund Coordinators listed below. Requests must be received by **5:00 PM PST on March 31, 2025**. ODOJ CVSSD will promptly respond to each properly submitted 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 informally respond to applicants’ questions with responses that do not affect the provisions of the RFA.

## TIMETABLE FOR RFA, REVIEWS & GRANT AWARDS

Date	Activity
March 10, 2025	RFA Released
March 31, 2025, 5:00pm PST	Requests for Clarifications Due
April 7, 2025	Final Amendments to the RFA Posted
<b>April 21, 2025</b>	<b>RFA Due through ODOJ CVSSD E-Grants 4:59 PM PST</b>
May-June 2025	RFA Review, Request for Modifications, and Award Notification
July 1, 2025	Grant Period Begins
July-September 2025	Final allocations and award amounts for each RCAC will be determined after ODOJ CVSSD receives budget information from the state, following the close of the 2025 legislative session. As a result, <u>RCAC grantees are typically notified of final award amounts after the ODOJ CVSSD budget is finalized in late summer.</u> If the final award amounts are different than submitted in the application budget, modifications would be needed before the final 2025-2027 RCAC grant agreements are drafted and signed, and grant funds are awarded.

## VIDEOCONFERENCE SCHEDULE FOR RFA

Applicants are required to attend the applicant videoconference or view the recording online. A link to the recording will be posted in the application in E-Grants. Registration is not necessary.

Date	Time	Link
Tuesday, March 18, 2025	1:00-2:30pm PST	Join ZoomGov Meeting <a href="https://www.zoomgov.com/j/1606591469?pwd=s4z3gQRb6o1S0TeUY4jfTONVTRj6bv.1">https://www.zoomgov.com/j/1606591469?pwd=s4z3gQRb6o1S0TeUY4jfTONVTRj6bv.1</a>  Meeting ID: 160 659 1469 Passcode: 658411  One tap mobile +16692545252,,1606591469#,,,,*658411# US (San Jose) +1 415 449 4000 US (US Spanish Line)

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

## STAFF CONTACT INFORMATION

Questions about this RFA can be directed to:

<b>Fund Coordinators</b>	<b>Phone</b>	<b>Email</b>
Robin Reimer	503-507-4990	<a href="mailto:Robin.E.Reimer@doj.oregon.gov">Robin.E.Reimer@doj.oregon.gov</a>
Kevin Dowling	971-701-1176	<a href="mailto:Kevin.Dowling@doj.oregon.gov">Kevin.Dowling@doj.oregon.gov</a>

  

<b>Grant Unit Manager</b>	<b>Phone</b>	<b>Email</b>
Kim Kennedy	503-378-5178	<a href="mailto:Kim.Kennedy@doj.oregon.gov">Kim.Kennedy@doj.oregon.gov</a>

  

<b>Grant Specialist</b>	<b>Phone</b>	<b>Email</b>
Amanda Shinkle	503-378-6870	<a href="mailto:Amanda.L.Shinkle@doj.oregon.gov">Amanda.L.Shinkle@doj.oregon.gov</a>



## SECTION I: APPLICATION OVERVIEW

### **A. INTRODUCTION**

This RFA is for delivery of regional services during the **grant period from July 1, 2025 through June 30, 2027**. Applicants are encouraged to read the RFA and the Form Instructions prior to completing the RFA forms in the [ODOJ CVSSD E-Grants system](#).

A Regional Children’s Advocacy Center (RCAC) is defined in [ORS 418.782 \(6\)](#) as a facility operated by a Children’s Advocacy Center (CAC) that meets the facility standards described in [ORS 418.788](#) (“Grant application”) and is selected by the Child Abuse Multidisciplinary Intervention Program to provide training and complex case assistance.

### **B. PURPOSE**

The CAMI RCAC grant is intended to provide training and complex case assistance to child abuse intervention multidisciplinary teams (MDTs) and CACs.

Direct CAC services, such as assessments in noncomplex cases, are not supported by this grant and RCACs are not obligated by the RCAC grant to provide those services.

### **C. ELIGIBILITY CRITERIA**

Applicants must be a public or private non-profit agency that is:

**1. Operated by a CAC**

- a. that has demonstrated the ability to provide quality community assessment services for a period of at least two years,
- b. whose mission includes the provision of services to victims of child abuse and neglect, and
- c. that has sufficient capacity and expertise within its staff to provide education, training, consultation, technical assistance, and referral services for CACs and MDTs in the proposed region.

**OR**

**2. A statewide membership organization for CACs**

- a. that has demonstrated the ability to provide coordination and support to CACs and RCACs.

A note about expertise: expertise resides with individuals, not organizations. If a RCAC loses staff with the level of expertise required to provide RCAC services, the CAMI Program may put the RCAC's grant in conditional status pending replacement of the lost expertise. A prolonged period in which the RCAC is unable to secure new expertise may result in loss of the RCAC grant. The grantee should bring any organization changes that may affect provision of RCAC services to the attention of the RCAC group. As staff changes are inevitable, the CAMI Program may allow an RCAC to subcontract with experts outside their organization to cover RCAC commitments while a permanent replacement is sought, and the RCAC should be prepared to redirect RCAC grant funds to cover these costs.

#### **D. HISTORY OF RCACS**

RCACs (originally called Regional Service Providers or RSPs) were created by the Oregon legislature in 1991 to provide support to CACs and MDTs. Funding was not provided for RCACs until 1997, when a slight increase in unitary assessment fines provided revenue to fund the grant.

The first RCAC Request for Applications (RFA) was issued in 1998 by the Department of Human Services (DHS). As a result of that RFA, CARES NW in Portland, KIDS Center in Bend, and the Jackson County Children's Advocacy Center in Medford were selected to provide regional services. Contracts were for six-year project periods and expired August 31, 2006. In 2002, the CAMI Program was transferred from DHS to the Oregon Department of Justice Crime Victim and Survivor Services Division (ODOJ CVSSD).

In the spring of 2006, ODOJ CVSSD implemented a grant application process for RCAC grants. CARES NW, KIDS Center, and Jackson County Children's Advocacy Center were granted new awards. Through the application process, ODOJ informally gathered feedback from the CACs, RCACs, and MDTs throughout the state. ODOJ CVSSD learned the needs of CACs and MDTs had changed significantly during the initial six-year RCAC project period. In 2006, some CACs and MDTs indicated the current RCAC system was working well for them, but others reported their needs for RCAC services were not being met.

As a result of the feedback, the CAMI Advisory Council (AC) and ODOJ CVSSD decided to review regional service delivery in Oregon through a needs assessment to solicit information from MDTs, CACs, RCACs, and community partners regarding the status of RCAC service delivery in Oregon. The data collected was thoroughly reviewed by ODOJ CVSSD and the CAMI AC. They concluded the term "regional services" needed further definition to clearly and explicitly delineate expectations for those delivering and receiving the services. As a result of the assessment, the CAMI AC and ODOJ CVSSD identified the following core services:

- Complex case consultation
- Peer review for forensic interviewers and medical assessments
- Forensic child interview training
- Medical assessment training
- Referral and information
- Outreach
- Expert witness testimony and referral

The 2008-2011 application reflected the newly defined core services. The 2011-2013 grant awards increased from 3 to 5 with the addition of Mt. Emily Safe Center in La Grande and Kids FIRST in Eugene.

In 2013-2015 RCAC grants were awarded through a continuation of the 2011-2013 grant to allow for ongoing implementation of the Oregon Child Forensic Interview Training (OCFIT) which began in January 2013. As such, the expectations in 2013-2015 were largely the same as the previous grant period with the notable exception that provision of expert witness referral/testimony was omitted from core services to partially balance the additional demands on RCACs created by required participation in OCFIT. During the 2013-2015 grant cycle, the CAMI Program, with the support of the CAMI AC, redirected 5% of RCAC budgets to Oregon Child Abuse Solutions (OCAS) (formerly the Oregon Network of Children's Advocacy Centers) to help support delivery of OCFIT.

Core regional services were reviewed again during the 2017-2019 grant period and legislative changes were made to further refine definitions of regional services and to allow the CAMI Program to include OCAS in the grant making process. Beginning with the 2021 grant cycle, the RCAC grant included the opportunity to fund statewide coordination and support for the training and technical assistance provided through the grant. Today, the RCAC grant is intended to provide training and complex case assistance

which includes consultation, education, referral, technical assistance, and, if authorized by the Oregon Department of Justice, other services as needed.

## E. CORE REGIONAL SERVICES

The core regional services required for the 2025-2027 RCAC RFA are unchanged from the 2023-2025 grant cycle, and include:

### 1. Consultation

Consultation involves helping with complex cases as well as discussions between an RCAC and MDT members or CAC staff regarding child abuse, child abuse medical assessments, or related topics. A “complex case” is one in which the local CAC or MDT determines the need for assistance from an RCAC to perform or complete a child abuse medical assessment or to evaluate, diagnose, or treat a victim of child abuse.

Consultation isn’t limited to complex cases. It may be sought by someone involved in a child abuse investigation who has less experience or expertise in the field (for example, a primary care physician seeing a child for concerns of abuse may seek the expertise of an RCAC provider).

### 2. Education

Education is the provision of specialized information to individuals regarding the detection, evaluation, diagnosis and treatment of child abuse or possible child abuse. Education is distinguished from training in that education can be provided in such forms as written documents and sharing of webinars created by individuals or organizations other than the RCAC.

### 3. Training

Training is the provision of teaching or instruction to professionals regarding the detection, evaluation, diagnosis or treatment of child abuse or possible child abuse. Training can include informational presentations and lectures as well as one on one coaching. Training includes forensic interviewer and medical provider training, as well as peer review.

As defined here, training is information delivered in person, by telephone, or via videoconference by an employee of the RCAC or by an individual or group with whom the RCAC contracts for the purpose of providing the training.

Examples of training include:

a. **Oregon Child Forensic Interview Training (OCFIT)**

Participation in delivery of the OCFIT statewide training program is the primary way RCACs satisfy the core requirement to provide training. RCACs are expected to provide an experienced interviewer from their staff or contract with an experienced trainer to provide the training.

b. **Medical Assessment Training**

RCACs provide training regarding the medical assessment of children. This training may be conducted by a medical practitioner within the RCAC, by a practitioner with whom the RCAC contracts to provide the training within the service region, or through support to attend training recommended by the RCAC medical provider.

c. **Peer Review for Forensic Interviews and Medical Assessments**

Peer review is a forum for professionals to come together to review forensic interviews and medical assessments and provide constructive feedback to the persons conducting the interview or assessment. Peer reviews may be conducted in person, via teleconference or online.

4. **Referral**

If the RCAC is unable to fulfill a request from a CAC or MDT, the RCAC should assist the CAC or MDT in finding resources responsive to their request.

5. **Other Services**

RCACs are responsible for conducting outreach to the MDTs and CACs in their service region. Through outreach, the RCAC must:

- a. Establish a point of contact within each MDT and CAC in the region.
- b. Complete at least one in-person visit to each MDT annually.
- c. Convey what services they have to offer MDTs and CACs in the region.
- d. Gather information regarding what core regional services might be needed from each MDT and CAC in the region.
- e. Follow up with MDTs and CACs in the region on a regular basis to find out if they have any service requests.

## 6. Statewide Coordination and Support

Applicants who intend to provide *statewide* coordination and support must outline a proposal for coordination and support of the above listed services.

## F. RCAC SERVICE REGIONS

The number of RCACs and the distribution of the service regions is not dictated by statute or rule. For the 2025-2027 grant cycle, the number of RCACs and their service regions will remain the same as in the 2023-2025 grant. Current service regions can be found on the [ODOJ CVSSD CAMI web page](#).

## G. COMMON REQUIREMENTS FOR ALL ODOJ CVSSD GRANTEES

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

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

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

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

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

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

- a. Gather insights from and learn about the people and communities who have the most needs.
- b. Get community input from all kinds of people who might seek victim/survivor services.
- c. Tap into local networks and engage in peer-to-peer dialogue to share knowledge and resources.
- d. Involve leadership and staff in developing and implementing plans for engagement and community feedback.
- e. Build awareness within the community about victim/survivor rights, protections, and services.

## **3. Confidentiality and Advocate-Victim Privilege**

Such requirements are mandated by state and federal law and required by ODOJ CVSSD. The laws are considered best practice to protect victim privacy and are consistent with other confidentiality provisions. See also grant fund specific pages in this RFA and ODOJ CVSSD's Advocate Privilege and Confidentiality Requirements at <https://www.doj.state.or.us/crime-victims/for-grantees/advocate-privilege-and-confidentiality-requirements/>

## **4. Effective Services and Sound Administrative and Financial Management**

- a. Risk assessments are completed and submitted with the application.
- b. Financial and progress reports are true, accurate, timely, and complete.
- c. ODOJ 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.<sup>1</sup>

#### **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.**

### **H. POSSIBLE OUTCOMES OF NON-COMPLIANCE**

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

1. Perform additional project monitoring.
2. Establish corrective action plan(s) to address areas of concern.
3. Require the subrecipient with moderate to high risk assessment scores.
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.

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<sup>1</sup> Grantees must comply with all applicable CVSSD and CAMI Program specific training requirements. There are no other training requirements for this grant.



## SECTION II: GRANT AWARDS

### A. AWARD PERIOD

The award period is two calendar years, from **July 1, 2025, through June 30, 2027**.

### B. FUNDING AND ALLOCATIONS

CAMI RCAC grant funds come from the Criminal Fines Account (CFA). CFA funds include fines assessed by justice, municipal, district, circuit and juvenile courts on persons convicted of a crime, violation, or infraction.

Like the CAMI MDT grant awards, RCAC grant award amounts are determined by a variation of the “base plus” formula ODOJ CVSSD uses to distribute all CFA dollars to its grantees. This formula originated out of the 2006 joint ODOJ/ODHS equity study. For MDT grants, each county receives a base amount of funding plus an additional amount determined by the county’s population under age 18. Each RCAC receives a funding amount determined by the population under 18 and the geographical area of the counties in their service region. The funding earmarked for statewide coordination and support is based on the amount of funding historically available to support CACs’ statewide coordination provided by their membership organization (see the “Budgets” section directly below for estimated allocations).

### C. BUDGETS

Applicants must include a budget consistent with the services proposed. The 2025-27 CAMI Budget will not be available for several months. For budget planning, applicants should use the budget estimate for the region to which they are applying to provide services. A map of current regions can be found on the [CAMI Regional Children’s Advocacy Centers](#) webpage. Budget estimates listed below are based on current grant allocations.

Region	Current Grantee	Estimated Allocation
<b>A</b>	Mt. Emily Safe Center	\$ 167,164.00
<b>B</b>	KIDS Center	\$ 137,542.00
<b>C</b>	Jackson Co. CAC	\$ 161,718.00

<b>D</b>	CARES Northwest	\$ 635,781.00
<b>E</b>	Kids FIRST	\$ 160,906.00
<b>Statewide</b>	OCAS	\$ 180,000.00

## D. USE OF FUNDS

Allowable costs are those associated with the provision of consultation, education, training, referral, technical assistance or other services approved by ODOJ CVSSD to MDTs and CACs within the service region. Grantees must spend grant funds according to the budget approved by ODOJ CVSSD in the RCAC’s grant. RCACs should focus on services to support and assist CACs and MDTs as outlined in the RCAC RFA. CAMI RCAC funds are not intended to support CAC direct services. Grantees must be prepared to articulate how any and all costs attributed to the RCAC grant benefit and further the purposes of the CAMI RCAC grant program. Additional information about allowable and unallowable uses of RCAC funds can be found [here](#).

### Reminders:

1. **Direct Services:** The RCAC is not responsible for providing direct medical assessment services to counties in their region.
2. **Audits:** If the grantee is subject to an independent audit, a copy of the audit report must be made available to the CAMI Program Fund Coordinator upon request.

## E. AVAILABILITY AND DISBURSEMENT OF FUNDS

The amount awarded to each RCAC will be determined after ODOJ CVSSD receives budget information from the state. Typically, the ODOJ CVSSD budget is finalized in late summer, after the end of the legislative session. Grantees may need to modify their budgets after the final CAMI Program budget is available.

Upon review and approval of the RCAC application and final budget, ODOJ CVSSD will issue grant award documents that provide for the transfer of funds from DOJ to a designated fiscal manager. This fiscal manager is an entity authorized to carry out the fiscal/administrative function for the RCAC.

## **F. PAYMENT OF AWARDS**

All payments are contingent upon funds being appropriated and available for distribution. Payments are equal quarterly payments made when ODOJ CVSSD approves the submitted quarterly financial report and all required progress and statistical reports due for that reporting period.

## SECTION III: GENERAL INSTRUCTIONS FOR E-GRANTS

### **A. COMPLETING THE APPLICATION**

The following instructions are intended to guide the applicant in **completing the RFA in ODOJ CVSSD E-Grants**. Refer to the Form Instructions document for more detailed information. The Form Instructions are in the RFA in E-Grants.

1. Late applications will not be accepted.
2. If you already have an account in E-Grants, visit [www.cvssdegrants.com](http://www.cvssdegrants.com) to initiate an application. Applicants already registered in ODOJ CVSSD E-Grants must review and update the organization or Tribal Nation's contact and member profile information. This includes deactivating staff no longer associated with the organization. This process should be completed prior to initiating the application. Please refer to the [E-Grants Applicant User Guide](#) to assist you through the registration process.
3. If this is your first application with ODOJ CVSSD, you will need to create a username and password to access E-Grants. Once you create an account, ODOJ CVSSD will review the information you submitted and activate your account. You will receive an email notification once your account has been activated. Once you receive the notification that your account has been activated, you can sign in and access the grant application.
4. Applications must be completed and submitted entirely through the ODOJ CVSSD E-Grants system. The forms section is where most of the work for an application is completed and where documents are uploaded. All forms must be complete with no error messages before submitting the application. **Remember to click "SAVE" frequently**, using the left-hand navigation panel to move through the forms. To submit a completed application, applicants must change the status of the application to **"Application Submitted"** when all forms are complete, and all errors are corrected.
5. ODOJ CVSSD has the right to make or deny an award without prior communication with the applicant.

6. By submitting an application, an applicant agrees to comply with all ODOJ CVSSD Grant Agreement requirements.
7. Technical assistance for the ODOJ CVSSD E-Grants system is available from a variety of sources, including:
  - a. The E-Grants Form Instructions included in the first section of the navigational panel of the E-Grants application.
  - b. The [ODOJ CVSSD E-Grants Applicant User Guide](#).
  - c. The [ODOJ CVSSD staff listed above](#) in this RFA.
  - d. The Agate Software Help Desk for system technical assistance, which is available Monday – Friday 5am to 5pm, Pacific Daylight Time, at 1-866-449-1425 or email [azhelpdesk@agatesoftware.com](mailto:azhelpdesk@agatesoftware.com).
8. All required documents for this RFA are found in ODOJ CVSSD E-Grants.
9. The ODOJ CVSSD E-Grants system allows applicants to check the status of each form and when it was last saved. As each form is saved, the system will inform applicants if there are errors. Applicants are unable to submit an application until all required forms are completed and all errors are corrected.
10. Do not attach or upload documents to the forms pages that are not requested unless otherwise directed by ODOJ CVSSD.

## **B. SUBMITTING THE APPLICATION**

CAMI RCAC grant applications **must be submitted electronically through the ODOJ CVSSD E-Grants system**. For instructions on how to submit your application, please review the “Submitting your Application” section of the [ODOJ CVSSD E-Grant Applicant User Guide](#).

## SECTION IV: APPLICATION REVIEW AND AWARD PROCESS

### **A. RFA REVIEW PROCESS**

The 2025-2027 CAMI RCAC RFA is noncompetitive. Applications will be reviewed by ODOJ CVSSD staff and evaluated using the criteria set forth in this RFA.

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

Applicants have the right to a review of the award decision. If an applicant wishes to request a review, pursuant to OAR 137-083-0050, the applicant should make a written request to CAMI Program Fund Coordinator within thirty (30) days after receiving notification of the award decision.

When ODOJ CVSSD is notified that an applicant has requested a review, a meeting will be scheduled with the CAMI Program Fund Coordinator and up to five members of the CAMI AC who do not have a conflict of interest regarding the RCAC grant applications. Every effort will be made to have the meeting occur within thirty days of the review request. If the matter is not resolved at the end of the meeting, the applicant may request a review of the issue by the State Attorney General or her designee. The applicant should make a written request for such a review to the Director of ODOJ CVSSD within thirty days following notification of the results of the meeting with the CAMI Program Fund Coordinator.

## **B. AWARD CONDITIONS**

All grant awards are conditional upon the timely completion of modifications to the application and grant award documents. If application modifications and grant award documents are not completed by an applicant within three months of the grant award notice, then ODOJ CVSSD has the authority to withdraw the award and reallocate the funds. Reports for all existing grants with ODOJ CVSSD must be complete before an award is issued or payment is released. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by the applicant and by the ODOJ CVSSD designee.

All ODOJ CVSSD grant agreements include requirements that must be satisfied by both parties to the agreement. ODOJ CVSSD may also include special conditions in grant awards at any point within the award period. Special conditions may include those described above under “Possible Outcomes of Noncompliance.” An applicant’s failure to satisfy the special conditions shall be governed by the default and termination provisions in the grant agreement.

## **C. RESERVATION OF RIGHTS**

ODOJ CVSSD reserves the right to:

1. seek clarification from applicants regarding the application, ask for additional information about the application, and request modifications to the application
2. award a grant contract without further discussion of the proposal submitted
3. 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
4. determine, in their sole discretion, whether a proposal does or does not, substantially comply with the requirements of this CACF One-Time Part 2 RFA
5. waive any minor irregularity, informal or non-conformance, with the provisions or procedures of this RFA.

## **D. RIGHT TO REVIEW ODOJ CVSSD AWARD DECISIONS**

An applicant has the right to a review of the award decision about its application. No applicant will be subject to reprisal for seeking a review of an award decision.

The two types of reviews are:

### **Informal Review**

Applicants may request informal feedback regarding their grant application any time after receiving notification of the award decision. Contact CVSSD staff for additional information regarding this process.

### **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, in writing via email directed to the CAMI Fund Coordinator within seven (30) calendar days after receiving notification of the award decision.
- Upon receipt of a written request, ODOJ CVSSD will make every effort to schedule a meeting within 30 days of receipt of the request with the applicant, the CAMI Fund Coordinator and members of the CAMI Advisory Council that have no conflict of interest with regard to the review at issue.
- ODOJ CVSSD will notify the applicant of the result of the meeting within 5 calendar days after the meeting is held.
- If the matter is not resolved through this process, the applicant may request a review of the issue by the Attorney General or their designee. The decision of the Attorney General or their designee is final.



## SECTION V: ADDITIONAL GRANTEE REQUIREMENTS

Grantees must adhere to the financial guidelines set forth in the fund specific ODOJ CVSSD Grant Agreement.

### **A. REPORTING REQUIREMENTS**

Grantees must submit quarterly financial and progress reports through the ODOJ CVSSD E-Grants system. The reporting schedule can be found [here](#).

Any grantee who fails to meet any of the reporting requirements shall be considered to be in default under the grant agreement. In such a case, ODOJ CVSSD has the right to end the grant. ODOJ CVSSD may also reduce the award proportionately to the period for which reports were not submitted in a timely manner.

### **B. MEMO OF UNDERSTANDING (MOU)**

RCAC grantees must sign a Memorandum of Understanding for Regional Children's Advocacy Centers (a template for which is attached to this RFA).

RCAC grantees must participate in RCAC meetings as frequently as monthly by videoconference and quarterly in person.

### **C. GRANT MONITORING**

ODOJ CVSSD monitors awards in accordance with the ODOJ CVSSD Grant Monitoring Policy. 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 toward grant funded objectives; and d) following appropriate fiscal procedures.

# APPENDIX A: RCAC MEMO OF UNDERSTANDING

## **I. Introduction**

This Memorandum of Understanding (MOU) sets forth the terms of an agreement among the Regional Children’s Advocacy Center (RCAC) Grantees as reviewed and approved by the Oregon Department of Justice **Crime Victim and Survivor Services Division (CVSSD) CAMI Program**.

The purpose of this MOU is to outline the roles and responsibilities of the parties and to provide clarity and guidance to the collaborative efforts of the parties in the development and support of regional services to multidisciplinary child abuse intervention teams (MDTs) and children’s advocacy centers (CACs) in Oregon.

## **II. Background**

Per [ORS 418.782 \(6\)](#), “Regional children’s advocacy center” means a facility operated by a children’s advocacy center that meets the facility standards described in ORS 418.788 (Grant application) and is selected by the Child Abuse Multidisciplinary Intervention Program to provide training and complex case assistance. History and Background of the RCACs is included in the RCAC RFA.

## **III. Authority**

Pursuant to ORS 418.786, the legislature provides funding through the Oregon Department of Justice **CVSSD CAMI Program** to the RCAC grant.

Whereas the Oregon Department of Justice **CVSSD CAMI Program** is authorized to distribute funding to the parties herein, and

Whereas pursuant to the 2021 RCAC grant application, each selected applicant is required to coordinate services with the other RCACs, and

Whereas RCACs share a common mission of provision of services to victims of child abuse and neglect, and

Whereas the parties recognize and agree that the coordination of efforts is necessary to provide for the most efficient and effective utilization of resources for MDTs and CACs, and

Whereas these organizations believe that open and clear communications are crucial to the overall effectiveness of their collaborative efforts and the long-term success of RCACs, MDTs and CACs.

#### **IV. Responsibilities**

For purposes of maintaining effective statewide collaboration, the parties have established a management team. Members of the management team include the following representatives: Executive Directors/Deputy Directors of the RCACs, Project Directors/Coordinators of the RCACs, The Executive Director and Program Coordinator of OCAS, and the CAMI Fund Coordinator.

Members of the management team agree to operate as a statewide collaborative, working in recognition of the diversity which strengthens the statewide partnership, under the guiding principle that outcomes will be enhanced with increased and effective communication.

#### **Members of the management team agree to collaborate:**

- To promote communication and coordination of services among RCACs;
- To determine statewide priorities that reflect the diversity of regions across Oregon for the provision of core regional services;
- To develop and implement a plan to ensure a clear, fair, and efficient invoicing process and procedure for regional services provided outside each RCACs assigned region (see “Oregon RCAC Agreement for Services Provided Outside Region” attached);
- To promote training to MDTs and CACs based on best practice and current research;

- To use RCAC funds to contract for expertise when necessary to meet the obligations committed to in the RCAC grant.
- To achieve the required and desired level of collaboration, members of the management team agree:
  - To meet in person on a quarterly basis to develop work plans in support of the priorities noted above (Executive Directors are expected to participate at each meeting, Project Directors/Coordinators have the option of participating, and can do so via conference call, videoconference, or in person, depending on the location of the meeting);
  - To support monthly RCAC team videoconference calls, facilitated on a rotating basis, with an established agenda and designated responsibility for the distribution of minutes;
  - To increase effective communication and information sharing through videoconferencing, e-mail, websites, list serves, conferences and summits;
  - To coordinate and standardize RCAC related reports, as necessary and appropriate to inform and educate others about RCAC activities, functions, and roles;
  - To continue RCAC participation on the CAMI Advisory Council by nominating one RCAC Executive Director to serve on the Council pursuant to the by-laws of the CAMI Advisory Council;
  - To strive for consensus in the decision-making process and resolve to exercise good faith efforts to amicably and reasonably resolve disputes.
  - To value the essential ability to make timely decisions and avoid unnecessary delays as a result of their collaboration;
  - To utilize and adhere to the agreed upon document “Oregon RCAC Agreement for Services Provided Outside Region.”(attached);
  - To communicate timely any organization changes including but not limited to staffing changes that may impact the shared work of the RCAC grantees.

The collaborative planning process requires information-sharing and discussion. Matters which will require collaborative planning include:

- New projects or projects with new area(s) of substantive focus;
- Joint projects;
- Projects with implications outside region (e.g. statewide trainings, updates to Oregon Interviewing Guidelines);
- Other issues as they arise that are jointly determined to require collaboration.

**Additionally, with regard to participation in the Oregon Child Forensic Interview Training, the parties agree:**

- The RCACs will provide forensic interviewers on their staff to serve as Statewide Trainers. If an RCAC is unable to provide a forensic interviewer that is approved as a Statewide Trainer, the RCAC will reimburse OCAS for expenses required to compensate an approved Statewide Trainer to deliver the agreed upon RCAC minimum commitment of annual trainings.
- If extenuating circumstances occur and an RCAC is unable to attend a previously planned for training, whether OCFIT or advanced, the RCAC has the responsibility to reimburse OCAS for expenses to compensate an approved Statewide Trainer for the missed training or to arrange to makeup training later in the training year. Each training year runs July 1 to June 30 of the following year. In some cases, RCAC Statewide Trainers participate in more than the minimum commitment of trainings during the year due to high training needs and their commitment to OCFIT. RCACs will not receive additional compensation for participation above the minimum commitment. The total number of annual trainings is determined through agreement between RCACs, OCAS, and ODOJ and encompasses more trainings than are outlined in the minimum commitment by RCACs. All partners participate in evaluating and recruiting for the number of Statewide Trainers needed to successfully enact the agreed upon number of annual trainings.
- Additionally, RCACs will also provide their approved Statewide Trainers for participation in curriculum related activities, such as curriculum review and Training of Trainers. A current list of Trainers is attached as “Exhibit A” and incorporated by reference to this MOU. Surveys of OCFIT participants, peer

feedback, and observations of OCAS or CAMI representatives attending the training will be used to provide feedback to the trainers on strengths and areas for improvement.

- General feedback about the training will be shared at regular meetings between the RCACs, CAMI, and OCAS. Constructive feedback directed to a specific trainer will be shared between OCAS and the appropriate RCAC director to determine the most appropriate follow-up. Any potential disagreement between OCAS staff and the RCAC director on the feedback or subsequent follow-up for the trainer will be presented to CAMI for resolution. For more details on the expectations and selection process for the OCFIT faculty can be found in the current [Statewide Training Faculty Handbook](#).
- If a RCAC is unable to provide an approved OCFIT Statewide Trainer for participation in curriculum-related activities, such as curriculum review and Training of Trainers, that RCAC agrees to reimburse OCAS for expenses required to compensate an appropriate replacement. This may include providing reimbursement for an approved Statewide Trainer to participate in these or related activities, compensating an approved Statewide Trainer to deliver trainings, and/or to offset OCAS costs for these activities, uncovered by the OCAS RCAC grant.
- To achieve the desired level of collaboration, representatives from OCAS, CAMI, and the RCACs agree to participate in regular meetings. The frequency may be adjusted by unanimous consent of the parties to this agreement. OCFIT will be a standing agenda item during the monthly RCAC meetings. Any decisions made by any of the parties regarding OCFIT will be shared at the meeting immediately following the decision. OCAS, CAMI, and RCACs agree that OCFIT-related contracts for personnel, between or among the parties to this MOU, or between one of the parties to this MOU and any other party, will be discussed at a meeting of all parties to this MOU at the next meeting after the contract is executed.
- The parties to this MOU will work to achieve consensus on content of OCFIT. CAMI is responsible for the overall content and delivery of the Oregon Interviewing Guidelines and OCFIT. OCAS has the authority to make day-to-day decisions related to the administration of the training including scheduling assignments of trainers. To the extent possible, trainers will be assigned to maximize local

resources and minimize required travel. Changes to the agreed-upon schedule will be communicated by OCAS to the appropriate CAC director and shared with the parties to the MOU at the next meeting following the decision. At their discretion, OCAS staff may consult with other interested parties, including parties to this MOU, to seek input regarding administrative decisions. Changes to the faculty roster, training schedule, deliverables, substantive content of the training, or other major changes to the delivery of the training will be subject to ODOJ CVSSD approval.

- The parties understand that only participation in the delivery of the OCFIT satisfies the CAMI RCAC core services requirement to provide forensic Interview training. The parties agree to participate in the delivery of all trainings and training-related events as committed to through the RCAC grants and the contracts managed by OCAS. From July 1, 2025 – June 30, 2027, RCACs agree to provide staffing or compensation for the minimum commitment of: curriculum reviews, train the trainer events, OIG review and/or revisions, four OCFIT trainings and two advanced trainings. Advanced trainings could include: Project Ability, Advanced Use of Tools and Presenting Evidence, and/or Trauma-Informed Interviewing. OCAS and the RCACs agree to schedule trainings far in advance to facilitate the RCACs meeting the minimum commitment.
- RCAC grantees must allocate adequate staff and staff time to participate in these activities. RCACs agree not deliver the OCFIT training, in whole, separate from the jointly delivered trainings. As all training provided by RCACs should be consistent with the OIGs, RCACs may use portions of the OCFIT curriculum, where content of a training provided by the RCAC would otherwise overlap with OCFIT curriculum, however such training shall not be represented as, and will not be offered in lieu of, the complete OCFIT curriculum.

For more details on the specifics of the expectations and requirements of statewide trainers can be found in the current [Statewide Training Faculty Handbook](https://oregoncas.coalitionmanager.org/resourcemanager/resourcefile/details/3) (<https://oregoncas.coalitionmanager.org/resourcemanager/resourcefile/details/3>)

## **V. Other Terms and Conditions**

The parties have determined principal points of contact for communication purposes and structure for their decision-making process. Generally stated, monthly

videoconference call representatives will be authorized or empowered to make decisions on behalf of their organization. It is the intent of the parties that, within regions, representatives will function as a team.

Members of the management team agree to be accountable to this MOU and share responsibility to bring matters forward for discussion, as necessary or appropriate to the collaborative effort.

**VI. Agreement Period**

This agreement shall be effective immediately upon signature by the parties and shall remain in effect until June 30, 2027.

**VII. Modification/Termination**

This MOU will be reviewed annually. This MOU may be modified by mutual written consent of the parties. Modifications shall be incorporated and made part of this MOU. The parties shall be updated as necessary or appropriate.

**VIII. Signatures**

In witness thereof, the parties hereto have caused this MOU to be duly executed as of the dates set forth below their respective signatures.

**CARES Northwest**

Signed by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Children’s Advocacy Center of Jackson County**

Signed by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**KIDS Center**

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Kids FIRST**

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Mt. Emily Safe Center**

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Oregon Child Abuse Solutions**

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and substance:

**Oregon Department of Justice Crime Victim and Survivor Services Division**

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B: TEMPLATE FOR SERVICES OUTSIDE REGION

This agreement outlines the terms under which **[the requesting RCAC]** engages **[name of Consultant/Trainer or RCAC providing services]** to perform professional services set forth in this Contract. This includes sending a professional from your region to another RCAC for on-site training/teaching. This Statement of Agreement is provided as a means of formalizing our mutual acceptance of responsibilities.

Describe services requested. If available, include name of trainer, description of service(s) requested, date and place of training, and deadline(s) for services requested.

**Enter services requested here**

### **Responsibilities of RCAC Requesting Services**

- Initiate this agreement by completing relevant sections and sending it to the RCAC from whom you are requesting services.
- Agree to make payment of invoice for financial remuneration within 30 days of training, according to the “Financial Considerations” outlined below.
- Assist with travel and lodging logistics, if applicable.

### **Responsibilities of RCAC Providing Services**

- Sign agreement and return to requesting RCAC by date noted below.
- Work with requesting RCAC to clarify and book travel arrangements, if applicable.
- Provide services outlined in this agreement.
- Submit invoice, including receipts, to the requesting RCAC within 15 days following training.

**Financial Considerations**

The agreed upon training faculty fee is as follows: \$ \_\_\_\_ per day for \_\_\_\_\_ travel/training days = \$ \_\_\_\_\_ total. (Rate not to exceed the federal consultant rate.)

- Travel to and from airports or training site will be reimbursed with receipts or at current federal mileage rate.
- Lodging will be paid at the federal per diem rate.
- Meal reimbursement will be based upon receipts up to the federal per diem rate.
- Any other expenses must be approved in writing in advance.

The requesting RCAC is not responsible for any injury or loss the provider might incur as a result of participation in services provided.

Please sign and return this agreement by [insert date].

Your signature denotes your understanding and acceptance of this statement of agreement.

**Executive Director from RCAC Requesting Services**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Trainer from RCAC Providing Services**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Executive Director from RCAC Providing Services**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_