

2025-2027
Request for Applications
for
Community Dispute Resolution Services
in
Union County, Oregon

Deadline for Applications:
April 30, 2025
5:00 p.m.

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Grantor:

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<https://www.resolutionoregon.org/>
<https://law.uoregon.edu/academics/centers/adr/oocdr>

PART I: Application

A. Cover Sheet

1. Grant Request:

a. Amount of 2025-2027 grant request \$ _____

2. Organization Information:

a. Organization Name: _____

b. Program Name (if different): _____

c. Program Address: _____

d. Program County: _____

e. Contact Name and Title: _____

f. Contact Email: _____

3. Entity formulation

a. Status (check one): Non-profit _____ Government _____

b. State Registration Number: _____

c. Federal Tax Exemption Number: _____

4. Board of Directors (NPO) or Advisory Committee (Gov)

a. At least 5 representative community members? (check one): Yes _____ No _____

b. Meets at least quarterly? (check one): Yes _____ No _____

5. Conflict Resolution Services

a. Does the organization provide education and services that assist community members in resolving their own disputes peacefully?
(check one): Yes _____ No _____

6. Volunteer Service

a. Are mediation services provided, at least in part, by volunteers?
(check one): Yes _____ No _____

7. Matching Fund Requirement

a. Identify the required amount of matching funds
(See Part II, Section E, paragraph 1 for more information) _____ % or \$ _____

B. Short Response

1. **Service Region.** *Briefly* describe the impact area.

- a. Geographic service area _____
- b. Number of people in service area _____
- c. Specific communities expecting to impact _____

2. **Benchmarks/Goals.** *Please enter numeric values for each.*

- a. Publicity _____
- b. Outreach activities _____
- c. Total Community education programs _____
- d. Total Mediator training programs _____
- e. Total number of completed cases _____
- d. Number of people served _____

3. **Conflict Resolution Services.** *Briefly describe* the services to be offered.

- a. Format of services, i.e., in-person or virtual _____
- b. Types of disputes to be managed, e.g., neighbor-to-neighbor, family, school, etc.

- c. Any case restrictions, e.g., will not take cases involving domestic violence.

4. **Education Services.** *Briefly describe* the types and topics of mediator and/or community education programming to be offered. e.g. basic, communication, advanced family, specialized mediation trainings, etc.

5. **Evaluation.** Describe how the applicant determines client satisfaction.

C. Narrative Response

Provide narrative responses to each prompt (in less than 2,000 characters for each prompt)

1. Describe the community problems that will be addressed during the grant period. Present a brief example of the organization's previous work to aid communities and individuals in resolving disputes, disagreements, or difficulties.
2. Describe any established or potential partnerships and relationships that strengthen the organization's ability to deliver services and support collaboration among key community organizations and government entities. Provide an example of how the organization's efforts added value to the partner organization's efforts.
3. Describe how the organization's services are tailored to meet the culturally specific needs of individuals and the community. Provide specific examples of how the organization's work with culturally specific communities informs future service design, delivery, and staffing decisions.
4. Describe the organization's specific plans for recruiting, selecting, and training mediators and supervisory staff who demonstrate shared experience and/or trust with the communities being served.
5. University of Oregon may award grants to multiple participants within the same county. Describe how your organization would manage its collaboration with those other awarded applicants, if any.
6. If you have previously received a grant from University of Oregon, did your organization meet all its obligations under the contract (including submission of all required reports) and remain in compliance at all times during the term of the grant contract? If no, please provide a description of what happened and what steps your organization has taken to ensure the issue doesn't occur again.
7. Optional. Provide further details for any part of the application.

**Exhibit A: Revenue and Expense Summary
For 2025-2027 Program Budget**

Program Name: _____

REVENUE

A. **Grant amount requested** \$ _____

B. **Other revenue:** Identify sources and amount of revenue received from sources other than Grantor including grant funds, contracts for services, fees, contributions, etc.

OTHER REVENUE BEYOND GRANTOR FUNDS				
	Source	Pending Funding	Secured Funding	Total Proposed Funding
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$
6		\$	\$	\$
7		\$	\$	\$
8		\$	\$	\$
SUBTOTAL OTHER REVENUE		\$	\$	\$

C. **In-kind contributions:** List source, amount, and calculations (for example, volunteer mediator hours and valuation rates). If applicable, attach documentation.

IN-KIND CONTRIBUTIONS (NON-CASH)				
	Source AND Valuation	Pending Funding	Secured Funding	Total Proposed Funding
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$
SUBTOTAL IN-KIND CONTRIBUTIONS		\$	\$	\$

TOTAL 2025-2027 REVENUES (A + B + C): \$ _____

EXPENDITURES

D. Personnel

Position Title	FTE	Salary/Year	Benefits/Year	Total
SUBTOTAL				

E. Services and Supplies

Item	Annual Expense
Rent/Space	
Office supplies (e.g. computers, printing, books, subscriptions...)	
Utilities (e.g. electricity, telephone, internet...)	
Training	
Marketing	
Travel	
Other (please describe)	
Other (please describe)	
Other (please describe)	
In-kind expenditures (either put in appropriate row above or all here)	
SUBTOTAL	

F. Other

Item	Annual Expense
Other (please describe)	
Other (please describe)	
Other (please describe)	
Other (please describe)	
SUBTOTAL	

TOTAL 2025-2027 EXPENDITURES (D + E + F): \$ _____

Signature of NPO Board President authenticating information contained on Exhibit A

Signature of Director authenticating information contained on Exhibit A

D. Application Submission Checklist

Applications must include:

- A. Cover Sheet
- B. Short Response
- C. Narrative Response
- Exhibit A – Signed Organization Operating Budget
- D. Supplemental Documentation (Attach as combined or separate PDF or MS Word files.)
 - Applicants that did not receive funding in the previous biennium must submit a business plan with a three-to-five-year projected budget. Resources to assist in building a business plan are available at SBA.gov. No specific format is required. <https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>.
 - Basic mediation training curriculum outline; lead trainer qualifications; and a statement that the program satisfies UO Policy CDRP – §C, if already offered.
 - Board of Directors/Advisory Committee roster: names, emails, and community affiliation
 - Evaluation. Any existing copies of current exit surveys, client satisfaction surveys, or other assessment instruments, if available.
 - Fee schedule. If applicant charges fees, clearly show sliding scale or fee wavier
 - Financial reports from the previous two years, if available.
 - Form(s), if available, issued to parties that include 1) written notice that mediation is voluntary; 2) “consent to mediate” or similar statement; and 3) “confidentiality agreement” or similar statement.
 - Letters of Support: Provide three to six letters of support from community organizations, judicial and legal system representatives, public agencies, or other appropriate service partners that have engaged with your organization in a professional capacity in the past. If appropriate, letters should attest to the organization’s willingness to make referrals or funding to applicant. Letters should be dated no more than six months prior to the application due date.
 - Organization mission and vision statements
 - Organization structure flowchart and/or description
- E. Signed Statement of Assurances (this page)

E. Statement of Assurances

1. If funded, the undersigned understands that the applicant must coordinate the data collection and submission process with Grantor.
2. If funded, the undersigned understands that the applicant must collaborate with any other provider(s) of dispute resolution services within the service area to efficiently serve the area.
3. The undersigned agrees that the applicant will abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their protected status and will affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability, or veteran status.
4. The undersigned attests that the information provided to determine eligibility is true and accurate to the best of their knowledge. The undersigned further attests that they have authority and/or responsibility to represent their organization in all phases of this Request for Application process. The undersigned understands that any false or substantially incorrect statement may disqualify this applicant from further consideration or be cause for termination of a resulting contract.

Signature: _____

Date: _____

Typed Name and Title: _____

PART II: Additional Information for Applicants

A. **Background Information**

This Request for Applications is issued by the University of Oregon on behalf of the University of Oregon School of Law for the purpose of identifying eligible applicants, and select a grant recipient, to provide community dispute resolution services for **Union County**, pursuant to ORS 36.155. Grantor is charged with the responsibility of administering a Community Dispute Resolution Program (CDRP) grant fund pursuant to ORS 36.150 and 36.155 and UO Policy I.03.02. The focus of this grant program is to support the development and maintenance of community dispute resolution programs that assist community members in resolving disputes and developing conflict resolution skills. These services are funded in part by a grant from the Grantor.

Grant funds for your county will be **approximately \$56,960.00 for the period July 1, 2025 - June 30, 2027.**

B. **Timeline (Subject to Change)**

April 1, 2025	Notice of availability of grant funds is advertised. RFA packet is made available to interested applicants.
April 17, 2025 @ noon	Grantor holds an informational session for prospective applicants.
April 30, 2025	Applications due by 5:00 p.m. <u>Late applications may not be considered.</u>
May 19, 2025	Any additional information requested due by 5:00pm.
May 30, 2025	Grantor issues notices of eligibility to applicants.
June 5, 2025	Any appeals from applicants determined ineligible by the Grantor must be <u>received</u> by 5:00pm.
June 16, 2025	Grantee(s) are selected.
June 30, 2025	Grantor begins contracting process with selected Grantee(s).

C. **Entities Eligible for Funding**

1. To be eligible, a CDRP must be one of the following (see UO Policy CDRP – §C):
 - a. **Government program.** A governmental entity with a separate dispute resolution program budget and a dispute resolution program advisory committee of at least five representative members of the community in which the governmental agency is located, which advisory committee meets at least quarterly;
 - b. **Nonprofit organization.** A nonprofit organization registered in Oregon with a board of directors of at least five representative members of the community or communities in which the organization does business, which board of directors meets at least quarterly. If an applicant is a nonprofit organization established for purposes other than dispute resolution, it shall have a separate dispute resolution program budget and a separate advisory committee of at least five representative members of the community in which the organization does business, which advisory committee shall meet at least quarterly.
2. A CDRP must provide **at a minimum** the following services (see UO Policy CDRP – §C):

- a. Citizen education in conflict resolution skills to assist citizens in resolving their own disputes peacefully; and
 - b. Community mediation services provided at least in part by volunteer mediators.
3. In addition to these essential services, programs *may* elect to provide other services in order to respond to local identified needs. Such services may include but are not limited to: (a) Methods for addressing the interests of crime victims in criminal cases when those cases are either not prosecuted for lack of funds or could be more effectively handled outside the courts; (b) Arbitration; and (c) Training for individuals who resolve disputes.
 4. Grantees that participated in previous grant cycles must have complied with previous grant requirements before being considered eligible for new and/or additional grant funds.
 5. *Note on court programs.* The Oregon Judicial Department, Municipal, county and justice courts are not eligible for funding under ORS 36.100 et seq. and UO Policy CDRP et seq. Grant funds awarded to community dispute resolution programs may be used on expenditures that support court-connected mediation services activities in partnership with courts.

D. Grant Award Selection Criteria

1. Criteria for the selection of funding:
 - a. The ability of the applicant to address unmet community needs in the proposed geographical area of service;
 - b. The structure and scope of the services to be provided by the applicant;
 - c. The applicant's experience and qualifications in dispute resolution services;
 - d. The amount of the requested grant and the reliability of the applicant's other funding sources; and
 - e. The adequacy and cost of personnel, services, and supplies, and capital outlay.

E. Requirements for Grantees (CDRPs)

NOTE: Failure to comply with any Grantor requirement may result in loss of grant funding.

1. **Matching Funds.** Grantees are required to match the funding granted to them (ORS 36.155). For example, the first year of a new program requesting a grant of \$50,000 would need to provide a match of 10% (or \$5,000) by the end of the first year from other cash revenue or in-kind donations.
 - a. First grant year – 10%
 - b. Second grant year – 25%
 - c. Third grant year – 50%
 - d. Fourth grant year – 75%
 - e. Fifth grant year and beyond – 100% (see UO Policy CDRP – §E).
2. **Fees for service.** If grantee charges fees for service, grantee must offer a sliding fee scale or waiver or deferment based on income. Fees may not be charged on the basis of outcome or amount in controversy (see UO Policy CDRP – §D).
3. **Voluntariness.** Grantees, even those that accept mandatory referrals, must provide written notice to participants specifying that participation in the mediation session is voluntary (see UO Policy CDRP – §F).
4. **Confidentiality.** Grantees must have an appropriate mechanism for ensuring that participants are advised of the importance of confidentiality in mediation and that participants are offered an opportunity to execute a written confidentiality agreement (see UO Policy CDRP – §F).
5. **Qualified mediators.** Grantees must have qualified mediators trained by qualified trainers (see UO Policy CDRP – §Q for specific training requirements).

6. **Internal Controls.** Grantees must establish and maintain an effective internal control structure. This should include policies, procedures, and processes to both prevent misuse of program assets and detect any misuse should it occur. Documentation of these policies, procedures, and process may be requested by and provided to the Grantor at any time. Resources to assist with the development of an Internal Control structure are available from the Oregon State Controller's Division (<http://www.oregon.gov/DAS/Financial/Acctng/pages/index.aspx>).
7. **Reporting requirements.** Grantees shall provide Grantor with the following reports:
 - a. Progress Reports, using Grantor's forms, including data for the prior six-month period, on: operating budgets, number and kinds of educational programs, staff and volunteer qualifications, training activities, number and source of referrals, types of disputes referred, dispute resolution services provided, number of persons served, case outcomes, and other information as Grantor may require (see UO Policy CDRP – §O);
 - b. Annual reports and annual financial statements, using Grantor's forms, including data described above for the previous twelve-month period;
 - c. An independent audit or review every two years (based on the criteria); and:
 - i. Government entity: a completed government entity-wide financial report, such as the Annual Comprehensive Financial Report
 - ii. Nonprofit
 1. For those with annual revenues of \$1 million or more an audit by an independent CPA is required.
 2. For those with annual revenues of at least \$500,000 but less than \$1 million an audit or review by an independent CPA is required.
 3. For those with annual revenues less than \$500,000, an audit or review is optional.
 - d. A final financial report of revenues and expenses on Grantor's forms in accordance with the budget categories shown in Exhibit A and Exhibit B within ninety days of the close of the grant period (see UO Policy CDRP – §O).
8. **Record keeping.** Grantees must maintain accurate financial records, including accounting for matching funds (see UO Policy CDRP – §O) that conform to generally accepted accounting principles and be in compliance with all county and state audit accounting procedures and requirements. Grantee must maintain all required records for at least 3 years after Grantor's final payment and make program records available to Grantor when requested (*note*: Grantees are subject to audit by the Secretary of State, pursuant to ORS Chapter 297).
9. **Evaluation.** Grantees shall cooperate with Grantor to facilitate the collection of data to measure the effectiveness, integrity, and applicability of dispute resolution services provided by the Grantee. In addition, Grantees shall, per UO Policy CDRP – §N.
 - a. perform a biennial evaluation to measure program effectiveness.
 - b. measure client satisfaction.
 - c. conduct annual board and director performance evaluations.
 - d. cooperate with Grantor in providing aggregate data to analyze the effectiveness of community dispute resolution efforts and to track trends throughout the state.
10. **The Law.** Grantees must comply with applicable federal, state, county and local statutes, and rules governing services, facilities, and operations. Grantees shall agree to satisfy all federal and state contract requirements concerning the provision of Workers' Compensation coverage. Grantees must comply with all applicable rules, regulations, statutes and guidelines for maintaining client confidentiality.
11. **The Rules.** Grantees must comply with the standards and guidelines set forth in UO Policy - Community Dispute Resolution Center (CDRP). <https://policies.uoregon.edu/vol-1-governance/ch-3-policies/community-dispute-resolution-program>