

Crime Victim Services Grant Program Application Instructions

Released:
January 16, 2018

Grant Period:
January 1, 2019 to December 31, 2020

Applications must be submitted on or before
Friday, March 9, 2018 no later than 11:59 pm

Late Applications will not be accepted.

Applications must be submitted on-line through
ZoomGrants.
Specific instructions for applying in ZoomGrants
are located on the DCJ Grants Page at:
https://www.colorado.gov/pacific/dcj/dcj_grants

Colorado Department of Public Safety
Division of Criminal Justice
Office for Victims Programs



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Contacts

Announcement for CY 19 & 20 Crime Victims Services (CVS) Grant Program Funds

For more information about the *Announcement*, contact:

Ashley Riley Lopes, Grants Team Manager

Office: 303-239-5719

Fax: 303-239-5743

Toll-free: 1-888-282-1080

Email: cvsgrants@state.co.us

Application

For more information or help with writing your grant application, including your goals and objectives and budget, please contact the CVS Grants Helpline:

cvsgrantshelpline@gmail.com

OVP has contracted with these resources to assist applicants in writing their application. These resources are available from January 16, 2018 to March 9, 2018. Please allow 24 hours for a response.

ZoomGrants

For more information or help with ZoomGrants, contact Lindsey Johnson, Customer Support Coordinator, at:

Office: 303-239-5830

Email: lindsey.johnson@state.co.us

Read the *Announcement and ALL Instructions* carefully before completing the application.

Introduction

The Office for Victims Programs (OVP) is a unit within the Division of Criminal Justice (DCJ) at the Colorado Department of Public Safety. The OVP is responsible for administering several federal and state grant programs that are designed to provide services to victims of crime and to coordinate and integrate law enforcement, prosecution, judicial efforts, and victim services in response to crimes.

The Crime Victim Services Advisory Board has the responsibility of making funding recommendations for all four of the grant programs, Victims of Crime Act (VOCA), S.T.O.P. Violence Against Women Act (VAWA), Sexual Assault Services Program (SASP), and State Victim Assistance and Law Enforcement (State VALE) program. This consolidation of the application process for the four funding sources was initiated as part of a comprehensive funding strategy, with the goal of sustaining a quality infrastructure of victim services and system improvements throughout Colorado, while providing a more efficient application process. Although this grant application represents a consolidated approach, OVP is still required to meet the requirements for each funding source. Specific information about the Board's funding philosophy and each funding source has been summarized for you to create an awareness of the requirements that have to be met when funding recommendations are made by the Board. We have included links, where available, to the federal websites that list the requirements of each funding source in detail. This information is available in the Appendix of these *Instructions*. Applicants should review this information to become familiar with basic information about eligible agencies and activities for the funding sources.

Applicants will not be applying for specific funds (VOCA, VAWA, SASP, and State VALE). Rather, applicants should apply for specific services and activities. If funded, OVP staff will determine which funding source you will receive for your project, which may result in funding for more than one award from more than one funding source.

If you are a current grantee and receive multiple grant agreements from OVP, you are likely an applicant that would submit more than one application. If you are unsure whether to complete more than one application, please contact your OVP grant manager. If you are a new applicant, please contact our office to speak with a grant manager about your proposed project(s) to determine if you are required to submit more than one project application.

Important Information

Grant Writing Tips:

- Read the ***Announcement for CY 19 & 20 Crime Victims Services (CVS) Grant Program Funds*** in its entirety. The *Announcement* is located in ZoomGrants under the LIBRARY tab. It is also located on our website: <https://www.colorado.gov/pacific/dcj/cvs-funds>.
- Read the ***Application Instructions*** in their entirety before writing your application. Make sure you understand the eligibility guidelines, purpose areas, allowable activities, and application content requirements before you complete the application.
- Participate in one of the grant-writing workshops and/or webinars (see announcement for dates) or listen to the recorded version available on our website – <https://www.colorado.gov/pacific/dcj/cvs-funds>.
- All information provided in the application should be based on a **24-month time period 1/1/19 - 12/31/20**. **This is different than previous years where applicants submitted data for a 12-month period.**
- Do not include costs that have been specifically identified as unallowable in the Appendix of the application instructions (starting on page 49).
- The Appendix outlines the requirements for all four funding sources for this *Announcement*, including eligible programs and activities. Because DCJ, as the state administering agency for these grant funds, has the option to be more restrictive, not all of the federally eligible expenses will be funded. For example, CVS grant funds cannot be used to purchase vehicles or pay security deposits.
- Think “succinct.” Narrative portions of the application should be concise, concrete, clear, and directly to-the-point. Excessive narrative that strays from the point of the question can cause your message to be lost. Remember that OVP staff and CVS Board members will collectively review a large number of applications, so make it as easy as possible for them to quickly understand your responses to items in the application.
- Plan ahead. Calendar the preparation activities and perform them ahead of the deadline.
- Proof-read, then get a second reader to check the content and logical flow. Remember to have a person, other than the writer of the grant, review the application. Do not wait until the last minute to complete your application!
- Take advantage of the additional resources available this year. If you have questions about writing grant goals and objectives, budgets or other grant-writing questions, contact our grants helpline. Contact information is listed on page one of these Instructions.

- **ZoomGrants Tips:**

All applicants must apply and submit their application on-line through ZoomGrants. As this is a new grants management system, please allow enough time to become familiar with the system before the application deadline.

- **Current grantees:** If you are a current grantee, user accounts with the current Project Director listed as the Account Owner have been set up in the ZoomGrants system. This means the Project Director will receive the ZoomGrants generated emails (there may be some unique situations where someone other than the Project Director is the account owner).
- **New applicants:** If you are a new applicant, you will need to set up a user account. Generally, the Project Director should be set up as the Account Owner. The account owner is the only person who can add additional contacts/collaborators (e.g. Financial Officer, Signature Authority, OVP staff, etc.). The ZoomGrants instructions provide information on who should be included as a collaborator and how to add collaborators. ZoomGrants generated emails will be sent to the Account Owner listed in your Account Profile.
- ALL applicants should read the ***Navigating ZoomGrants and Setting up New ZoomGrants Accounts Instructions*** before starting the application. These instructions are available on the Division of Criminal Justice (DCJ) website at: <https://www.colorado.gov/pacific/dcj/grants-training-materials>. The instructions provide information on how to create an account in the system so you can access the application (only applies to new applicants). They also provide information on how to navigate in ZoomGrants and apply for funds in the system.

IMPORTANT – In addition to written instructions, there is a recorded webinar for these instructions, which is also available on the DCJ website at: <https://www.colorado.gov/pacific/dcj/grants-training-materials> . Click *Application Submission-Basic Navigation* under the *ZoomGrants for Grantees* title to access this webinar.

- **Your ZoomGrants application will consist of a combination of questions you respond to within the system itself and several documents you complete and upload (attach) in the system, including your goals and objectives and your budget!** Applications submitted without the uploaded attachments will be considered incomplete, so be sure to follow these instructions closely.
- If you experience problems or have questions about how to use the ZoomGrants system, call or email Lindsey Johnson, Customer Support Coordinator, at 303-239-5830 or lindsey.johnson@state.co.us.
- The ZoomGrants system will not accept applications after 11:59 p.m. on Friday, March 9, 2018.

ZOOMGRANTS SUMMARY TAB

Project name/Project title: Enter the name or title of the project.

Amount Requested: Enter the total amount requested for a two-year period. For example, if your Year One request equals \$60,000, and your Year Two request equals \$55,000, then you would enter \$115,000.

Applicant Information: For existing grantees, this field is pre-populated with information entered in your Account Profile and should include the first and last name, telephone number and email address of the Account Owner (usually the Project Director). Review the information; make any necessary corrections. **Note, however, that any changes made here will update the information in ALL other applications, your profile, etc.**

For new applicants, these fields will be blank. Complete the requested fields and it will populate the *My Account Profile* section in ZoomGrants.

Organization Information: For existing grantees, this field is pre-populated with information entered in your Account Profile and should include the contact information for the agency: name, address, city, state, zip code + 4 digits (<http://www.usps.com/>), country, phone, fax, and website address. In addition, your agency's EIN (employer identification number) will be pre-populated. Please DO NOT make changes without first talking to DCJ staff as any changes made here will update this information in other applications, your profile, etc.

For new applicants, these fields will be blank. Complete the requested fields and it will populate the *My Account Profile* section in ZoomGrants. Provide this information for name and address that the agency is "doing business as", not the legal entity name and address. Legal entity information is entered elsewhere in the application. Most often, the legal entity information and "doing business as" information is the same.

DUNS (data universal numbering system) Number: For existing grantees, this field will pre-populate with the DUNS number from your Account Profile.

For new applicants, this field will be blank. Enter the DUNS number for your agency and it will populate the *My Account Profile* section in ZoomGrants. All potential grant applicants must obtain a DUNS number. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients (grantees). You should check to see if your organization already has a DUNS number. If not, your organization may obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com/us/. Obtaining a DUNS number is a free, simple, one-time process.

IRS Verification & SAM Verification

All applicants applying for these funds must have a current System for Award Management (SAM) registration (formerly CCR). SAM combines the federal procurement systems and the Catalog of Federal Domestic Assistance and serves as the federal repository for information required under the Transparency Act. More information may be found at <http://www.sam.gov>.

ZoomGrants automatically verifies the status of applicant organizations via the EIN and/or DUNS numbers. There is nothing for you to enter in these sections. Note: Verifications in ZoomGrants do not run nightly, therefore there may be a delay in the verification showing up in the system.

CEO/Executive Director: For current grantees, this field is pre-populated with information entered in your Account Profile and is the person who is hired by the Board of Directors of a non-profit agency and has overall staff responsibility for the agency. Please DO NOT make changes without first talking to DCJ staff as any changes made here will update this information in other applications, your profile, etc.

For new applicants, this field will be blank. Complete the requested fields and it will populate in the *My Account Profile* section of ZoomGrants. If your agency does not have an executive director, enter the name of your organization's Signature Authority.

ZOOMGRANTS

ORGANIZATIONAL DETAILS TAB

The screenshot shows the ZoomGrants application interface. At the top left, there is a logo for "ZOOMGRANTS" with "PRO" next to it. Below the logo is a "My Account Home" button. The main header area displays "Colorado Division of Criminal Justice" and "Office for Victims Programs". The title of the page is "Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds". Below the title are several navigation tabs: "Open Programs", "Description", "Eligibility Criteria", "Additional Criteria/Information", "Library", and "Contact Admin". The "Applicant View" section is visible, with a red arrow pointing to the "Organizational Details" tab, which is highlighted in yellow. Other tabs in this section include "Summary", "Project Overview", "Budget Summary", "Additional Financial Details", "Documents", "Financial (Payments)", "Report", and "Report Totals". The "Organizational Details" section is currently active, showing the heading "Organizational Details" in red text.

ORGANIZATIONAL DETAILS

Applicant Doing Business As (DBA): Answer whether your agency has a DBA, (Doing Business As), under a parent company or unit of government.

Legal Entity Name: Enter the Legal Entity Name here. If your agency is a DBA, the Legal name will be different than the Applicant name. If your agency is not a DBA, then the Applicant Name and Legal Entity name will be the same.

Legal Entity Physical Address: Enter the Legal Entity street address, City, State, Zip + 4 (e.g. 700 Kipling Street, Suite 1000, Lakewood, CO 80215-8957) (<http://www.usps.com/>)

Legal Entity County: Enter the county where the legal entity is located.

Applicant Type: Select the applicant type that best describes your agency.

Enter the district information for the physical address of your organization: This information may be obtained by entering the zip code for your physical location at <http://votesmart.org/>

- Colorado US congressional District (01-07)
- State Senate District (01-35)
- State House District (01-65)
- Colorado Judicial District (01-22)

GEOGRAPHIC AREA WHERE GRANT FUNDS WILL BE UTILIZED

Counties: Enter the county(ies) where the project will be providing services for this project. If your project will provide services statewide, enter "Statewide" in the box provided.

AGENCY INFORMATION

Agency Description & Qualifications: Briefly describe the purpose of your agency, including:

- the mission statement
- the year of establishment
- the types of clients currently being served
- the total number of clients your agency served last year

In addition, describe your agency's:

- experience with similar projects
- experience managing federal and/or state grant funds
- experience/expertise in regard to the proposed activities
- organizational capacity to manage the grant

DO NOT use this section to describe your proposed project; there is a section later in the application for you to provide this information.

ZOOMGRANTS PROJECT OVERVIEW TAB

The screenshot shows the ZoomGrants application interface. At the top left is the ZoomGrants logo. Below it is a navigation bar with a 'My Account Home' button. The main header area displays 'Colorado Division of Criminal Justice', 'Office for Victims Programs', and 'Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds'. A secondary navigation bar includes buttons for 'Open Programs', 'Description', 'Eligibility Criteria', 'Additional Criteria/Information', 'Library', and 'Contact Admin'. The 'Applicant View' section features a primary navigation bar with buttons for 'Summary', 'Organizational Details', 'Project Overview' (highlighted in yellow with a red arrow pointing to it), 'Budget Summary', 'Additional Financial Details', and 'Documents'. A secondary navigation bar below it includes 'Financial (Payments)', 'Report', and 'Report Totals'. The main content area is titled 'Project Overview'.

PROJECT DURATION

For this funding process, the Office for Victims Programs will be awarding twenty-four (24) month grants. This means that if your project is funded, your agency will receive one, 24 month grant agreement. The project period will be January 1, 2019 to December 31, 2020.

Project Start Date: MM/DD/YYYY – Enter 01/01/2019 here.

Project End Date: MM/DD/YYYY – Enter 12/31/2020 here.

If you anticipate an abbreviated project period (such as 6 months) you can adjust the end date accordingly.

APPLICATION TYPE

ONLY select the first button that says **CY19-20 – Crime Victims Services Grant Program**.

PROJECT OFFICIALS

NOTE: Auto generated ZoomGrants notifications will not go to the project officials listed here unless they are also listed as Additional Contacts in the system. However, OVP staff will use this contact information to send emails outside of the ZoomGrants system.

Primary Contact: The Primary Contact is the person we will contact if we have questions about your grant application. For most agencies, the Primary Contact is also the Project Director. If your Primary Contact is your Project Director, you can enter NA in each of the fields for this position. You are required to enter information in each field.

Primary Contact: Name - Enter salutation, first name, last name, title, agency (e.g. Mrs. Sally Smith, Program Coordinator, ABC Company).
Primary Contact: Email Address
Primary Contact: Phone Number
Primary Contact: Mailing Address (street address, city, state, zip+4)

Project Director: This must be an individual other than the Signature Authority or Financial Officer and must be from the applicant agency. This is the person who will be responsible for the implementation of the project and/or the day to day management of the project, if funded, and is the person we will contact if we have questions about your grant application. The Project Director is the individual who will be directly in charge of the project and is often the same person as the Primary Contact. Enter the following information:

Project Director: Name - Enter salutation, first name, last name, title, agency (e.g. Mrs. Sally Smith, Program Coordinator, ABC Company).
Project Director: Email Address
Project Director: Phone Number
Project Director: Mailing Address (street address, city, state, zip+4)

Financial Officer: This must be an individual other than the Project Director or Signature Authority. The Financial Officer is the person who will be responsible for fiscal matters relating to the project and in charge of accounting, management of funds, verification of expenditures, and grant financial reports. Enter the following information:

Financial Officer: Name - Enter salutation, first name, last name, title, agency (e.g. Mr. John Doe, Senior Accountant, ABC Company).
Financial Officer: Email Address
Financial Officer: Phone Number
Financial Officer: Mailing Address (street address, city, state, zip+4)

Signature Authority (Authorized Official): This must be an individual other than the Project Director or Financial Officer. This is the individual authorized to enter into contracts on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commissioners. At the state level, this individual will be a department or division head. For non-profit agencies it will be the Board Chair. Enter the following information:

Signature Authority: Name - Enter salutation, first name, last name, title, agency (e.g. Ms. Jane Austen, Chair, ABC Company)
Signature Authority: Email Address
Signature Authority: Phone Number
Signature Authority: Mailing Address (street address, city, state, zip+4)

PROJECT DETAILS

Type of Project(s): Check all that apply from the list provided. If you choose “other,” be sure to explain this in your project description (located in Exhibit D).

Problem Statement: Provide a statement of need for the proposed CVS grant-funded activities in your community. Focus on your unique community and why this project is needed. You may include local information such as crime problems, crime statistics, underserved populations, estimated number of victims in need of the services proposed, number of clients accessing current services, community culture, and efforts to ensure compliance with the Victims’ Rights Act. Describe the extent of your service area if your project is in more than one community.

Helpful Information Regarding the Problem Statement (Statement of Need):

- The problem statement, or statement of need, should describe the problem, or the gap in services that needs to be addressed. It should be specific and include some statistics that demonstrate the need.
- Information provided should make a logical connection between your organization and the problem. Explain why your agency can address the problem. Two to three strong, concise paragraphs should be sufficient. This section does **not** refer to a national or global problem, nor does it refer to the internal needs of your organization such as “lack of money.” Rather, it refers to meeting a community problem/need in your service area.

TIP: OVP recently contracted with a Geographic Information Systems (GIS) researcher to “map” our state. The end product is a rich resource of information that may help you in developing your problem statement and in answering the underserved populations questions. The researcher divided the state into nine regions and reviewed a multitude of factors for each region, including: population by race, number of older adults, foreign born individuals, education levels, people with disabilities, and several other factors. These maps are available on our website:

- <https://www.colorado.gov/pacific/dcj/ovp>
- Click the Crime Victim Services Funds link on left
- Click the Special Projects link on the left
- Click Civil Legal Services for Crime Victims
- Under GIS Research Project, click the Mapbook (pdf) link

Project Summary: Include a **brief** overview of the project for which you are applying for CVS (Crime Victim Services) grant funds. We use this information to let the governor’s office and the public know what type of projects have been approved for funding. Include such things as the types and numbers of victims to be served annually with grant funds, as well as the types of services to be provided. This is not the section for you to provide extensive details about your project; instead you will provide the detailed information in the Project Description. Keep your response in this section to 2 or 3 sentences. An example of a project summary is: *We are a domestic violence project providing services to over 100 victims annually. We provide advocacy, shelter and counseling services to the victims we serve.*

UNDERSERVED POPULATIONS

Description of the underserved population(s) in the community you serve (e.g. race/ethnicity, LGBTQI, deaf, disabled, elderly, etc.): All applicants should be able to identify the underserved populations in their community and demonstrate the capacity to provide services to underserved populations. Underserved populations include *individuals who by virtue of language, ethnicity, race, culture, disability, age, sexual orientation or geographic location may require specialized accommodations in order to access services*. Agencies located in rural parts of the state should be able to identify underserved populations in addition to “rural” victims. There are very few communities where the only underserved populations are rural crime victims.

How did you determine the underserved populations? (cite sources): Good sources of information for determining underserved populations include local census data and school district demographic data.

Is your agency a culturally specific community based organization? Culturally specific is defined as racial and ethnic minority groups, such as American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks or African Americans; and Hispanics. Hispanic means individuals whose origin or ethnicity is Mexican, Puerto Rican, Cuban, Central or South American or other Spanish speaking countries. Answer YES or NO and describe which population(s) your agency serves.

ADDITIONAL QUESTIONS

Can your agency serve any age sex assault victim? Answer this question as follows:

- Nonprofit agencies that can serve any age sex assault victims check YES. *Child advocacy centers, must be able to serve any age victim of sexual assault, not just children and vulnerable adults with intellectual, developmental disabilities.*
- Nonprofit agencies that cannot serve any age sex assault victim check NO
- If your agency is not a nonprofit agency, check NA.

Describe how your agency assists victims in applying for Crime Victim Compensation: It is expected that agencies receiving CVS grant funds assist victims in applying for victim compensation. It is an eligibility requirement of VOCA, the largest source of CVS grant funds, to assist victims in applying for victim compensation. Assistance is broadly interpreted and includes everything from providing an application and contact information of the local victim compensation program to helping victims gather the necessary supporting documents and assisting with completion of the application.

Describe how your agency uses volunteers: Enter NA if your agency does not use volunteers. In order to be eligible to receive VOCA, the largest source of CVS grant funds, your agency must use volunteers.

Describe how your agency collaborates with community agencies: List the three agencies with which your project staff will be coordinating most frequently. Include the contact name, title, phone number, and e-mail address. Also, provide a brief description of the terms of the collaboration or MOU in the space provided. DCJ reserves the right to contact these agencies.

If you are a government agency, describe how your agency consulted with non-profit victim service agencies in developing your application: Enter NA if you are a non-profit agency.

Per federal requirements, prosecution, law enforcement, and courts agencies must consult with non-governmental victim services agencies in developing their grant application to ensure that the proposed activities are designed to promote safety, confidentiality, and economic independence of victims.

Governmental victim services projects within prosecution, law enforcement, and courts agencies must also consult with non-profit agencies. List the nonprofit, non-governmental victim services agencies that were consulted in developing this application.

CONTINUATION APPLICANTS

Describe any significant project changes (programmatic) from the previously funded project (CY2017/CY2018 grant years): Enter NA if there are no differences or if you are not currently a CVS grant recipient. Clearly describe the programmatic differences between this request for funding and your current grant award (i.e.: loss of funding, serving more victims, new functions, new service delivery area, etc.). Be sure to explain increased numbers of victims served or services provided. Also, explain any changes to project components, such as adding the coordination of a multidisciplinary team or the addition of an emergency fund component for crime victims.

ZOOMGRANTS BUDGET SUMMARY TAB

The screenshot shows the ZoomGrants application interface. At the top left, there is a logo for "ZOOMGRANTS" with a vertical "PRO" label. Below this is a "My Account Home" button. The main header area displays "Colorado Division of Criminal Justice" and "Office for Victims Programs", followed by the title "Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds". A navigation bar contains buttons for "Open Programs", "Description", "Eligibility Criteria", "Additional Criteria/Information", "Library", and "Contact Admin". Below this is the "Applicant View" section, which includes a sub-navigation bar with buttons for "Summary", "Organizational Details", "Project Overview", "Budget Summary" (highlighted in yellow and pointed to by a red arrow), "Additional Financial Details", and "Documents". A second row of buttons includes "Financial (Payments)", "Report", and "Report Totals". At the bottom of the screenshot, the text "Budget Summary" is displayed in a red font.

BUDGET SUMMARY

Budget Summary Requested/Awarded: Before completing the Budget Summary Requested/Awarded table, complete the budget document titled **Exhibit E – Budget and Budget Narrative** located under the Documents tab in ZoomGrants. Once it is completed, transfer the figures for each line item, including match figures, from the Exhibit to the Budget Summary Requested/Awarded table (see next page). Instructions on how to complete Exhibit E start on page 38.

TIP: Once the figures are entered in the table, click the *Print/Preview* button (not visible on the screenshot below) to see match calculations and confirm that you have met the 25% match requirement. Twenty-five percent match is required for application purposes; your final match amount may be different depending on which funding source funds your project.

NOTE: **Exhibit E – Budget and Budget Narrative** is a document you will complete outside of ZoomGrants; it will be an exhibit attached to your application. The values in Exhibit E are not automatically linked to the amount requested on the Summary Tab in ZoomGrants so make sure the budget figures listed in the Budget Summary are the same as those listed in the Exhibit.

Summary Organizational Details Project Overview **Budget Summary** Additional Financial Details Documents

Financial (Payments) Report Report Totals

Budget Summary

(answers are saved automatically when you move to another field)

Budget Summary Requested/Awarded

Complete the Budget Details using **Exhibit E - Budget & Budget Narrative found on the Document tab**, and transfer totals to this summary page. Click the "Print/Preview" button to see calculations and confirm that the entered values match

Item Description	Grant Funds	Cash Match	In-Kind Match	Match Total	Project Total
Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Supplies & Operating	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Travel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Consultants / Contracts	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Indirect	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	Total \$ 0.00	Total \$ 0.00	Total \$ 0.00	Total \$ 0.00	Total \$ 0.00

ZOOMGRANTS

ADDITIONAL FINANCIAL DETAILS TAB

The screenshot shows the ZoomGrants application interface. At the top left, there is a logo for 'ZOOMGRANTS' with 'ORP' below it. Below the logo is a 'My Account Home' button. The main header area displays 'Colorado Division of Criminal Justice', 'Office for Victims Programs', and 'Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds'. Below this header is a navigation bar with buttons for 'Open Programs', 'Description', 'Eligibility Criteria', 'Additional Criteria/Information', 'Library', and 'Contact Admin'. The main content area is titled 'Applicant View' and contains a row of tabs: 'Summary', 'Organizational Details', 'Project Overview', 'Budget Summary', 'Additional Financial Details' (highlighted in yellow), and 'Documents'. Below this row are three more buttons: 'Financial (Payments)', 'Report', and 'Report Totals'. A red arrow points to the 'Additional Financial Details' tab. At the bottom of the screenshot, the text 'Additional Financial Details' is displayed in red.

ADDITIONAL FINANCIAL DETAILS

Continuation Applicants: Use the text box provided to describe any significant project **budgetary** changes from the previously funded project (CY2017, CY2018 grant years). Enter NA if there are no differences in your request or if you are not currently a CVS grant recipient. Keep in mind that we will use your current budget as a basis for the review of your requested budget; therefore, you need to explain any budget changes in **each** budget category. For personnel requests, indicate if you are requesting a new position. If you are requesting support for an existing position not currently funded by CVS funds, indicate how the position is currently funded. It is very important that you explain and justify any increased costs in personnel, increased percent of the position being requested, or an additional program component. Increases in percent of positions, or requests for new positions, must be fully justified by using **data** to support the need for the position. Requests for salary increases should cite similar positions and salaries for your community. Local governments or Boards of Directors usually make merit raise determinations. Please indicate if this is the case. If you are citing a reduction of other funding sources, explain the impact on your agency's ability to provide services.

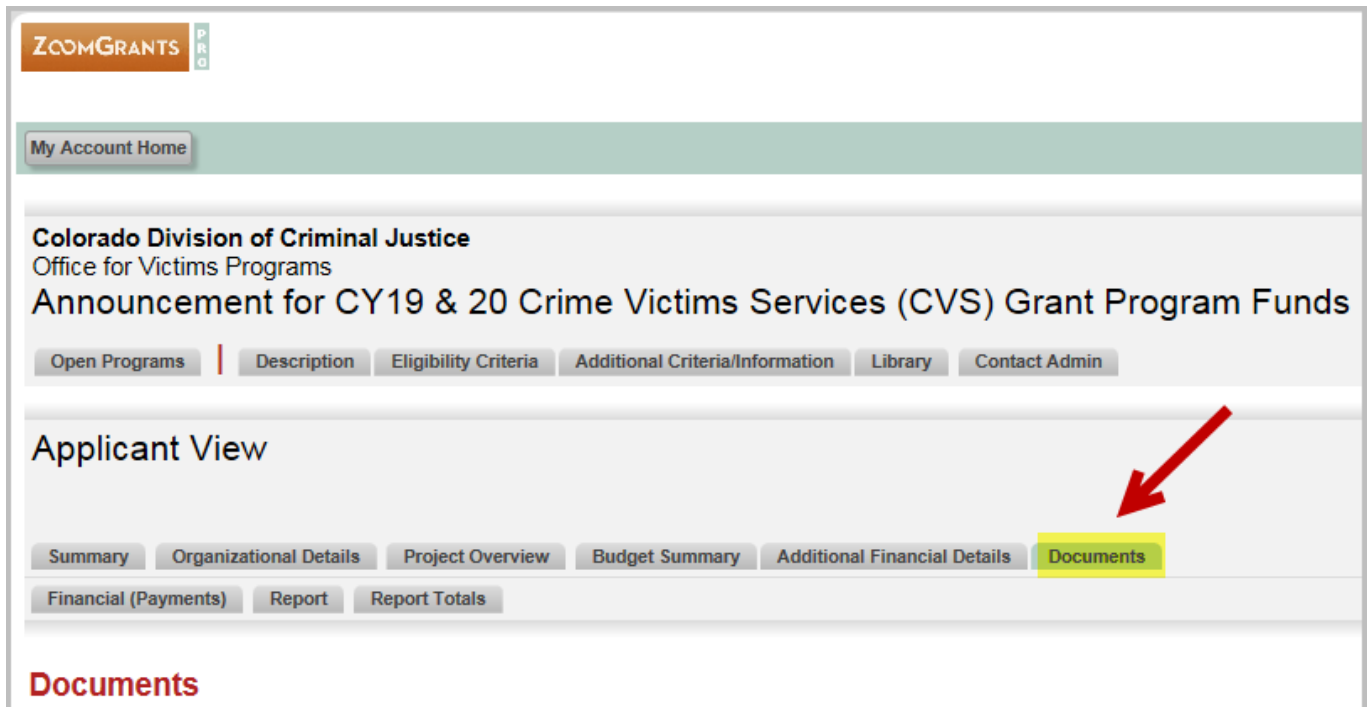
You are not allowed to use federal funds to supplant state and local funds. Supplanting is defined as deliberately reducing state or local funds because of the existence of federal funds. For example, when state funds are appropriated for a state purpose and federal funds are awarded for that same purpose, the state replaces its state funds with federal funds, thereby reducing the total amount available for the stated purpose.

New Applicants: If you are not currently receiving Crime Victim Services grant funds through the Office for Victims Programs, describe how the items you are requesting in this application are currently funded. Enter NA if you are a current grantee.

ADDITIONAL PROJECT FUNDING

Complete the table listing the type and approximate amount of other funding that will be used to support this project. Funds listed should be equal to or higher than the amount of cash match provided for the project. Do not include in-kind match in this table.

ZOOMGRANTS DOCUMENTS TAB



The screenshot displays the ZoomGrants application interface. At the top left, there is a logo for "ZOOMGRANTS" with "PRG" next to it. Below the logo is a "My Account Home" button. The main header area includes the text "Colorado Division of Criminal Justice", "Office for Victims Programs", and "Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds". A navigation bar contains buttons for "Open Programs", "Description", "Eligibility Criteria", "Additional Criteria/Information", "Library", and "Contact Admin". Below this is the "Applicant View" section, which has a sub-navigation bar with buttons for "Summary", "Organizational Details", "Project Overview", "Budget Summary", "Additional Financial Details", and "Documents". The "Documents" button is highlighted in yellow, and a red arrow points to it from the right. Below the navigation bar, the "Documents" section is visible.

The DOCUMENTS TAB contains a number of critical documents that will need to be downloaded from ZoomGrants, completed and then uploaded into ZoomGrants in order for your CVS application submission to be considered complete. This section provides detailed instructions for completing the documents required for all applicants, including *Application Exhibit D – Statement of Work* and *Application Exhibit E – Budget & Budget Narrative*. These Exhibits, once finalized, will become a part of your grant agreement. This section also lists the other documents to be submitted, depending on your request.

EXHIBIT D – STATEMENT OF WORK (REQUIRED FOR ALL APPLICANTS)

Begin by downloading *Application Exhibit D – Statement of Work* (this should be the first document listed under the Documents Tab). This is a Word document; once you have completed the entire document in Word you will need to save it using the same name (*Application Exhibit D – Statement of Work*) and upload the completed version back into ZoomGrants. **Please upload the completed document in Word format.** Do not upload it as a pdf or any other format.

Applicant Agency: Enter the same applicant agency name that was entered in the ZoomGrants application.

Project Title: Enter the same project title entered in your ZoomGrants application.

Project Description: Describe the project, staff and specific services you plan to provide with these grant funds. The project's goals and objectives and the budget request should support the activities that are described in this section. ***Describe only that part of your program for which you are requesting funding.*** In most cases, the grant-funded project is not the entire victim assistance program for your agency. For example, grant dollars may support a particular component of your program, e.g. children's counselor, hotline, shelter, etc. Review the allowable services and costs for each of the four funding sources being awarded during this funding process to make sure your request can be funded. This information can be found in the information in the appendix of these instructions.

Project Purpose Area: Complete the grid for the project purpose area that best describes your project activities. Be sure to include numbers for the 24 month grant period. Your options are:

- ❖ Victim Services
- ❖ Law Enforcement
- ❖ Prosecution
- ❖ Training
- ❖ System Improvement

See instruction below for each purpose area.

- **Project Purpose Area - Victim Services:** Complete the *Types of Crimes* grid and the *Types of Services* grid if the purpose of your project is to provide direct victim services to crime victims. Provide the number of primary and secondary victims to be served, by crime type and the number of services to be provided for the **24 month grant period**. Systems agencies that provide direct services (e.g. law enforcement victim assistance unit or DA's victim/witness program) should complete the victim services grids.
 - A primary victim is the individual against whom the crime is committed. The crime does not have to be reported to police, proceed to charges, or result in a guilty verdict for the victim to be considered a victim of crime. It is the act itself that defines a victim.

- o A secondary victim is an individual who is not the primary victim, but is an individual impacted by the crime who receives services. Examples of secondary victims are immediate family members of a child or adult victim of sexual abuse and immediate family members of a homicide victim. A secondary victim may also be someone who witnessed a crime but was not directly victimized. This may include, for example, a friend who was present when a person was assaulted, or a customer in a bank during a robbery.

TIP: To calculate the correct number of victims and services to be provided with grant funds, consider the following example: If you are requesting funds to support 50% of the full-time salary of a direct service victim advocate who will serve a total of 100 victims during the grant period, your estimated number of victims to be served by the grant-funded personnel would be 50% of 100, or 50 victims. Estimate the number of victims to be served by crime type in the *Victim Services Types of Crime table*. In the *Victim Services Types of Services table*, estimate the number of services the 50 victims will receive by service type. A victim may receive more than one type of service.

Types of Crimes	Enter the number of victims to be served by crime type; enter a number only for those victims to be served with grant and match funded personnel	Estimated Numbers of Victims
Adult Physical Assault		
Adult Sexual Assault		
Adults Sexually Abused/Assaulted as Children		
Arson		
Bullying (Verbal, Cyber or Physical)		
Burglary		

Definitions of Types of Crime

Adults Sexually Abused/Assaulted as Children: Adult survivors of sexual abuse and/or assault suffered while they were children.

Adult Physical Assault:

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Simple Assault - Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

Adult Sexual Assault: Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

Bullying (cyber, physical, or verbal): Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature – for example, hitting or kicking, teasing or taunting – or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Burglary: The unlawful entry of a structure to commit a felony or theft. The FBI's Uniform Crime Reporting (UCR) program includes three sub classifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

Child Physical Abuse and Neglect: This may include physical abuse that is non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

Child Sexual Abuse and Assault: This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person; includes teen sexual assault.

Child Pornography: Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

Domestic and/or Family Violence: A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Include children who witness domestic violence in this category.

DUI/DWI Incidents: Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Elder Abuse/Neglect: Also known as elder mistreatment generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other): A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

Human Trafficking: Sex/Labor: Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

Identity Theft/Fraud/Financial Crimes: Identity theft occurs when someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

Kidnapping (non-custodial): Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

Kidnapping (custodial): Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

Mass Violence: Domestic/International: An intentional violent criminal act, for which a formal investigation has been opened by the FBI or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction as determined by the OVC Director.

Other Vehicular Victimization: May include hit-and-run crimes, carjacking, and other vehicular assault.

Robbery: Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Stalking/Harassment: Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct, or have


experienced additional threatening behaviors that would cause a reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

Survivors of Homicide Victims: Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

Teen Dating Victimization: Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

Terrorism: Domestic: The term terrorism means an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended...(a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

Terrorism: International: The *antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes* refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended...(a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).

Types of Services	Estimated Numbers of Victims
<i>Information & Referral Services</i>	
Information about the criminal justice process	<div style="border: 1px solid green; padding: 5px; display: inline-block;"> Enter the number of victims to receive each type of service with grant and match-funded personnel </div> 
Information about victim rights, how to obtain notification	
Referral to other victim service programs	
Referral to other services, supports & resources (legal based, address confidentiality, etc.)	
<i>Personal Advocacy/Accompaniment</i>	
Victim advocacy/accompaniment to emergency medical services	
Victim advocacy/accompaniment to medical forensic exam	

The types of services grid is organized under several general categories. The general categories are: **Information and Referral**, **Personal Advocacy/Accompaniment**, **Emotional Support or Safety Services**, **Shelter/Housing Services**, and **Criminal/Civil Justice System Assistance**.

Indicate the number of victims (primary & secondary) you estimate will receive each type of service listed under the general categories as a result of this project during the **24 month grant period**. A victim may receive the same type of service more than once (e.g. individual counseling). Remember that you should count only services provided by grant-funded staff for this project.

Definitions of Types of Service

Information & Referral: This general category refers to providing victims with referrals to other victim service programs, supports and resources and also refers to providing information about the criminal justice process and victims' rights information.

Personal Advocacy/Accompaniment: This general category includes activities such as accompanying victims to the hospital, accompanying victims for a medical forensic exam, accompanying victims to interviews with law enforcement (if a community-based agency), helping victims apply for public benefits, assisting victims by intervening with employers, landlords and/or creditors, helping victims with child care and transportation and providing interpreter services.

Emotional Support or Safety Services: This general category includes activities such as crisis intervention, on-scene crisis response, counseling and support groups, and providing victims with emergency financial assistance.

Shelter/Housing Services: This general category includes providing victims with shelter, transitional housing and/or relocation assistance.

Criminal/Civil Justice System Assistance: This general category includes assisting victims with criminal and civil justice needs such as notification of criminal justice events, immigration assistance, civil legal assistance, assistance with restitution and victim impact statements, accompanying victims to prosecution and/or law enforcement interviews, and accompanying victims to court.

- **Project Purpose Area - Law Enforcement:** Complete the law enforcement grid **only** if you are requesting funds for a law enforcement officer or investigator who will handle domestic violence, sexual assault, stalking and/or dating violence cases/incidents for victims age 11 and older. These are the only positions/types of crime that can be funded with these grant dollars; do not apply for grant funds to pay for law enforcement officers and/or investigators who work with other types of crime victims. Include the number of cases/incidents you estimate responding to for the **24 month grant period**. A case should be counted once according to the most serious offense. Complete only those apply.
 - **NOTE:** Law enforcement agencies that apply for these funds **MUST** consult with nonprofit victim services agencies **IN THE DEVELOPMENT OF THEIR APPLICATION** (see page 13).

TIP: To calculate the number of cases to be handled with grant funds, consider the following example: If you are requesting funds to support 75% of a full-time Law Enforcement Sexual Assault Investigator position that will handle 100 cases during the grant period, your estimated number of cases to be handled by grant-funded personnel would be 75% of 100, or 75. Estimate the number of cases to be handled by type of crime/violation.

Type of Crime	Estimated # of Cases/Incidents
Calls for Assistance (911 & other)	
Incident Reports	
Cases/Incidents Investigated	
Arrests	
Dual Arrests	
Protection/Ex Parte/Temporary Restraining Orders Served	
Arrests for Violation of Bail Bond	

Indicate the number of cases/incidents to be handled by grant and match-funded law enforcement officer or investigator

- **Project Purpose Area - Prosecution:** Complete the prosecution grid **only** if you are requesting funds for a prosecutor or investigator who will handle domestic violence, sexual assault, stalking and/or dating violence cases/incidents for victims age 11 and older. These are the only positions/types of crime that can be funded with these grant dollars; do not apply for grant funds to pay for prosecutors and/or investigators who work with other types of cases. Include the number of cases/incidents you estimate responding to for the **24 month grant period**. A case should be counted once according to the most serious offense.
 - **NOTE:** Prosecution agencies that apply for these funds **MUST** consult with nonprofit victim services agencies **IN THE DEVELOPMENT OF THEIR APPLICATION** (see page 13).

TIP: To calculate the number of cases to be handled with grant funds, consider the following example: If you are requesting funds to support 25% of a full-time Domestic Violence Prosecutor position that will handle a total of 750 domestic violence cases during the grant year, your estimated number of cases to be handled by grant-funded personnel would be 25% of 750, or 188 cases. Of those 188 cases, you would estimate the number(s) of type(s) of cases (i.e. 100 Misdemeanor Domestic Violence, 50 Misdemeanor Stalking, 38 Violation of Protection Order).

Type of Crime	Estimated # of Cases/Incidents
Misdemeanor Sexual Assault	
Felony Sexual Assault	
Homicide Related to Sexual Assault, Domestic Violence	
Domestic Violence/Dating Violence Ordinance	
Misdemeanor Domestic Violence/Dating Violence	
Felony Domestic Violence/Dating Violence	

Indicate the number of cases/incidents to be handled by grant and match-funded prosecutors or investigators

- **Project Purpose Area - Training:** Complete this section only if you are requesting funds for a FORMAL training project to train professionals/volunteers, primarily outside your agency, who work directly with crime victims. Indicate the estimated number of professionals to be trained for the **24 month grant period**. There are only two eligible categories of training activities that can be paid for with these grant funds:
 - Training on domestic violence, sexual assault, stalking, and dating violence, or
 - Statewide or multijurisdictional training pertaining to victim assistance.

Do not complete this grid if you are requesting grant funds to provide outreach or community presentations about your agency and services or if you intend to use funds to train your staff or volunteers.

TIP: To calculate the number of people to be trained with grant funds, consider the following example: If you are requesting funds to support 90% of a full-time Multidisciplinary Victim Services Trainer who will provide training to an estimated 1200 professionals during the grant year, you would estimate that the total number of people to be trained by grant-funded personnel would be 90% of 1200, or 1080. You would estimate the various professional categories of those 1080 individuals. If all of the training activities occur within the 90% of the time devoted to the grant funded activities, then you would count all 1200 trainees.

Or, a different example would be if you are requesting funds for a staff person who will spend a portion of her/his time training 750 individuals. In this example, you may estimate that 100% or all 750 individuals will be trained by the grant-funded staff person. Whenever possible, list the professionals being trained in one of the categories provided. If the professionals being trained do not fit into any of the categories listed, indicate the number to be trained in "other" and specify the type of professionals being trained.

People Trained	Estimated # of People Trained
Advocacy Organization Staff (NAACP, AARP)	
Attorneys/Law Students (Non Prosecutors)	
Batterer Intervention Program Staff	
Correction Personnel (probation, parole, and correctional facilities)	
Court Personnel (judges, clerks)	
Disability Organization Staff (non-governmental)	
Educators (teachers, administrators)	
Elder Organization Staff (non-governmental)	
Faith-based Organization Staff	
Government Agency Staff (vocational rehabilitation, food stamps, TANF)	
Health Professionals (doctors, nurses – not including SANE or SAFE's)	
Immigrant Organization Staff (non-governmental)	

Indicate the number of people to be trained by grant and match-funded staff.

- **Project Purpose Area - System Improvement:** System improvement projects are those projects that exist to improve a community's or a system's (e.g. criminal justice system) response to victims of crime, primarily domestic violence, sexual assault, stalking and dating violence victims. Many grant-funded projects have a system improvement component; an example is a Child Advocacy Center that participates in a multidisciplinary coordinated response team. However, this section should be completed by projects whose main purpose is system improvement activities. For example, if your agency is coordinating the SART team in your community, and you are requesting grant funds for this activity, you would complete this section. If your agency is participating on a SART team, you would not complete this section. Check only those system improvement areas that describe the type of activities and services for which you are requesting grant funds.

___ Specialized Units

___ Policies, Protocols, Orders

___ Multidisciplinary Coordinated Response to Domestic Violence

___ Multidisciplinary Coordinated Response to Sexual Assault

___ Multidisciplinary Coordinated Response (non DV/SA crimes)

___ Statewide/Multijurisdictional formal & informal multidisciplinary efforts



Indicate which system improvement activities you will undertake with grant and match funds

PROJECT SPECIFIC GOALS AND OBJECTIVES: Applicants are limited to no more than four goals, with no more than three objectives for each goal. Objectives should be measurable and be related to the personnel/consultants requested in the grant and **any match personnel**. **NOTE:** Applicants should write their project specific goals for the **twenty-four month grant period**.

- **Goals** must be broad statements describing what you intend to accomplish with CVS grant funds.
- **Objectives** must be specific and measurable and should answer the questions “What? Who? By when? How many? For whom? How?” Objectives should be related to the personnel positions and/or the professional services/consultant positions requested in the project budget.

Applicants should consider using the project specific goals and objectives to provide information about the project that is not listed in the project purpose area grids (pages 20, 24, 25, 26, 27 & 28). For example, the victim services project grids require applicants to list the number of victims to be served by crime type and to list the types of services to be provided to these victims. The list of services does not include a place for applicants to report on their volunteer program (recruitment, training, etc.). An applicant could include this activity as an objective if it is part of their funding request.

- **Intended Outcome/Impact** is the change or benefit the project is expecting to produce in the population served and can include specific items of data to be used to assess a project’s status toward reaching its objectives.
- Impact data should answer the following questions – “What will these grant funds allow you to accomplish that you could not accomplish without them; What benefits will result from the following activities; and How will you demonstrate that the funded activities have made a difference?” Outcome statements may include: the specific type of change or improvement that will occur, and the number or percentage of individuals impacted (where appropriate).
- **Data Collection** is the method(s) you will use to collect the impact data. Data collection methods most often include surveys, focus groups, targeted interviews, staff notes, pre/post-test, etc.
- **Time Frame** should be the time period in which the objective will be accomplished. Most often this is the grant period, now a **24 month grant period**.

GOALS AND OBJECTIVES EXAMPLES BY SPECIFIC TYPES OF PROJECTS

Court Appointed Special Advocates (CASA) Project

Goal 1: Child sexual and physical abuse victims will be provided quality services from screened, trained volunteers and/or CASA Supervisors that will help them through the court process and obtain a permanent home.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	CASA Volunteers and/or CASA Supervisor will provide 44 child sexual abuse, domestic violence or severe physical abuse victims with 46 face-to-face contacts (528 per year), 12 telephone contacts (264 per year), and 226 third party contacts.	Child victims will be in a safe, permanent home within 12-18 months	Staff documentation of court hearings for each child victim. Staff documentation of permanent placement and case outcomes.	During the 24 month grant period.
1.2	CASA supervisor will assist in the recruitment, screening, training and maintenance of 5 additional CASA Volunteers for each year of the project, total of 10.	Child victims will have trained CASA volunteers to advocate for them.	Staff documentation of recruitment methods used, screening process, training provided and turnover rates.	During the 24 month grant period.
1.3	CASA Supervisor will conduct twice monthly supervision and case management meetings with 5 Volunteer Advocates for a total of 240 contacts.	Case management meetings will lead CASA volunteers to determine and follow up on necessary referrals and service provision for the child they are working with in the program.	Database will track referral utilization rate and service provisions.	During the 24 month grant period.

Domestic Violence Victim Services Project

Goal 1: The Buford County Domestic Violence Project will provide effective victim assistance to victims of domestic violence so that they can lead a life free from abuse.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The Safehouse Coordinator will facilitate 6,000 shelter nights to 200 domestic violence victims and 125 children.	Victim's immediate security concerns met.	Intake & staff documentation.	During the 24 month grant period.
1.2	Safehouse Coordinator will facilitate 25 nights of off-site shelter to male victims of domestic violence.	Victim's immediate security concerns met.	Intake & staff documentation.	During the 24 month period.
1.3	The Legal Advocate will provide protection order assistance to 75 women.	Victims express a feeling that their physical safety has improved.	Staff documentation.	During the 24 month grant period.

Sexual Assault Victim Services Project

Goal 1: The Buford County Sexual Assault Program will provide direct services to meet the needs of sexual assault crime victims in Buford County.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The Volunteer Coordinator, Project Director and Volunteers will provide response (7 days/week, 24 hours/day) to 500 hotline calls.	Victims report they feel believed; victims know how to access available resources.	Hotline data collection; staffing schedules.	During the 24 month grant period.
1.2	The Project Director and Advocate will provide 65 sexual assault victims with hospital accompaniment.	Victim's immediate health & safety concerns met in a supportive environment.	Staff documented observation of client. Data collection of call outs.	During the 24 month grant period.
1.3	The Women's Advocate will provide court accompaniment to 50 sexual assault victims.	Victims have a better understanding of the justice process and a support system.	Staff notes and data collection.	During the 24 month grant period.

Child Advocacy Center Project

Goal 1: To provide a comprehensive Victim Assistance program for child sexual abuse victims and their non-offending family members in Buford County that includes a child friendly environment, support services and community referrals during the course of child sexual abuse investigations.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The Family Support Advocate will provide family support to 250 child sexual abuse victims and 250 non-offending family members who come to the Center for forensic interview (and/or) medical evaluation.	Child victims/family members will understand they will have an advocate during the interview process. They will understand how to access resources.	Client satisfaction surveys. Data collection of the support services provided.	During the 24 month grant period.
1.2	The Family Support Advocate will provide 500 follow-up contacts to ensure needs are met.	Victims receive personal support & are able to make informed decisions.	Staff documentation of referral resource utilization.	During the 24 month grant period.
1.3	The bilingual Family Support Advocate will provide translation and interpretation services to 125 Spanish-speaking child victims and their non-offending family members.	Spanish speaking victims/family members will have access to information and services in their primary language.	Client satisfaction surveys. Data collection of translation and interpretation services provided.	During the 24 month grant period.

Law Enforcement Victim Services Project

Goal 1: The Victim Assistance Coordinator will provide direct services to meet the needs of crime victims in Buford County.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The Victim Assistance Coordinator/Volunteers will provide on scene crisis intervention to 240 crime victims.	Victims report they feel informed and supported and that they are aware of available resources.	Staff notes/callout logs. Client satisfaction surveys.	During the 24 month grant period.
1.2	The Victim Assistance Coordinator will maintain 2 volunteers or other staff to provide on-call translation to 35 monolingual crime victims.	Monolingual victims of crime will be able to meaningfully participate in the criminal justice system and access necessary services.	Staff documentation of the frequency of the use of translation services. Client satisfaction surveys.	During the 24 month grant period.
1.3	The Victim Assistance Coordinator will recruit and train 10 volunteers who will provide coverage 24 hours, seven days a week to crime victims.	Volunteers will provide 24/7 coverage to respond to victims of crime.	Staff documentation of volunteer recruitment and scheduling.	During the 24 month grant period.

District Attorneys' Victim Service Project

Goal 1: The 24th Judicial District Attorney's Office will provide effective advocacy and support to crime victims throughout the prosecution of criminal cases.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The Victim/Witness Assistant will provide 245 court accompaniments to 200 crime victims.	Victims will meaningfully participate in the criminal justice system.	Staff documentation of services provide to crime victims.	During the 24 month grant period.
1.2	250 out of 300 victim impact statements sent will be returned to the Victim Witness Assistant for use in court.	Victims will have the opportunity to inform the court of the impact of the crime on their lives and request restitution.	Staff documentation of victim impact statements mailed and returned.	During the 24 month grant period.
1.3	The Victim Witness Assistant will contact 200 crime victims and provide 450 Victims Rights Act notifications (date, time and place) of all critical stages.	Victims will know about victim rights and have timely information of all criminal stages.	Staff documentation of critical stage notifications.	During the 24 month grant period.

Statewide/Systems Improvement Project

Goal 1: To provide technical assistance, support, and training to victim service providers, law enforcement officers, and prosecutors to improve the quality of investigation and prosecution of cases.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The Project Director will organize a two-day conference to provide training on the investigation and prosecution of Sexual Assault and Domestic Violence cases to 90 advocates, officers and prosecutors.	To reduce the number of cases either not filed or dismissed due to inadequate evidence collection or case preparation.	Participant survey using a 5-point scale ("strongly agree to strongly disagree") for each session of the conference.	During the 24 month grant period.
1.2	The Training Coordinator will conduct 10 site visits around the State to provide technical assistance on effectively working with domestic violence victims.	Agency staff will be able to provide quality comprehensive services to domestic violence victims.	Documentation of pre and post-site visit assessment of knowledge on the topics discussed.	During the 24 month grant period.
1.3	The Project Director and Training Coordinator will provide multidisciplinary training on domestic violence, sexual assault and/or stalking in 6 communities.	Communities gain a better understanding of crime victim related issues.	Training evaluations.	During the 24 month grant period.

District Attorneys' Prosecution Project

Goal 1: The 24th Judicial District Attorney's Office will provide specialized prosecution services to victims of domestic violence and sexual assault which will result in a higher prosecution rate.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The specialized prosecutor will review 80 felony sexual assault cases for filing of charges.	Sexual assault case filings will increase as a result of having a prosecutor with specialized knowledge.	Staff documentation of the number of cases received, reviewed and filed.	During the 24 month grant period.
1.2	The specialized prosecutor will review 100 misdemeanor and felony domestic violence cases for filing of charges.	Domestic violence case filings will increase as a result of having a prosecutor with specialized knowledge.	Staff documentation of the number of cases received, reviewed and filed.	During the 24 month grant period.
1.3	The specialized prosecutor will train 50 law enforcement officers on the proper investigation of domestic violence and sexual assault cases.	The quality of law enforcement investigations will improve allowing for an increase in case filings by the prosecutor.	Staff documentation of the number of cases received, reviewed and filed and reasons for cases not being filed.	During the 24 month grant period.

Law Enforcement Investigator Project

Goal 1: The Buford County Sheriff's Department will provide a specialized investigator to investigate sexual assault and domestic violence cases.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The specialized investigator will receive training specific to the investigation of sexual assault and domestic violence cases.	Better understanding of how to investigate sexual assault and domestic violence cases and increase in case filings.	Documentation of training attended and staff tracking of the number of cases referred to the district attorney's office.	During the 24 month grant period.
1.2	The specialized investigator will investigate 20 sexual assault and 100 domestic violence cases.	Sexual assault and domestic violence cases will be thoroughly investigated resulting in an increase of cases being filed.	Staff tracking of the number of cases referred to the district attorney's office.	During the 24 month grant period.

1.3	The specialized investigator will meet monthly with the Sexual Assault Response Team (SART) to further improve the county's response to sexual assault victims.	Law enforcement's perspective will be included in the county's SART policies and procedures.	Number of SART meetings attended and changes made to protocols and policies.	During the 24 month grant period.
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OTHER GOALS AND OBJECTIVES EXAMPLES

Goal 1: Provide a safe and secure living environment for victims of domestic violence immediately after a domestic violence crime occurs.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	Update the current security system for the domestic violence shelter by installing motion sensors and cameras.	Domestic violence victims will have increased safety while residing at the shelter.	Staff documentation of security issues that arise at the shelter.	During year one of the grant period.
1.2				
1.3				

Goal 1: Provide a child-friendly interview/play room for children of physical, emotional, and sexual child abuse.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	Purchase, using the agency's procurement process, child-friendly furniture including table, chairs, and a drawing table for the interview/play room at the Child Advocacy Center.	By providing a child-friendly environment, children will feel more comfortable being interviewed and as a result a better case management plan can be developed and implemented.	Staff will track the use of the room for children who are victims of abuse.	During year two of the grant period.
1.2				
1.3				

Goal 1: Establish an automated case-tracking and management system.

	<i>Objective/Position Title Responsible</i>	<i>Intended Outcome/Impact</i>	<i>Data Collection</i>	<i>Timeframe</i>
1.1	Contract with an information technology expert who will develop a customized database that will fit the agency's data collection and reporting needs including the capturing of newly-required demographic information.	Clients will be more effectively served as a result of more organized and effectively managed case-tracking. The agency will be in a better position to assure compliance with grantor data collection and reporting requirements.	Successful completion of the database development contract will be documented by the Executive Director.	During the 24 month grant period.
1.2				
1.3				

Goal 1: Improve the management and coordination of client data and program activity information.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	Using the agency's procurement process, purchase 2 new computers, printers, and 2 software programs relevant to generating outreach materials and to managing client data and information about services provided by the counseling staff.	Individuals in the community will be more aware of how to access victim services as a result of the distribution of outreach materials. Clients of the agency will receive improved services as a result of more effective management and coordination of data related to their needs and the support services and resources available to meet those needs.	Staff will keep track of how many clients contact the agency as a result of coming into contact with outreach materials. Staff will generate electronic reports that reflect the improved level of management and coordination of services.	During year one of the grant period.
1.2				
1.3				

OVERALL PROJECT EVALUATION – Describe your agency's approach for evaluating the project in response to the stated objectives, intended outcomes/impact and data collection. Provide this information for the project as a whole or by listing each goal and/or objective, whichever is more appropriate to the project. Indicate what benefits will result from the grant-funded activities, how will you know if the activities have made a difference?

EXHIBIT E – BUDGET & BUDGET NARRATIVE (REQUIRED FOR ALL APPLICANTS)

Begin by downloading the second document listed under the Documents Tab. This is an Excel document called **Application Exhibit E - Budget and Budget Narrative**. Once you have completed the entire document in Excel you will need to save the document using the same name (*Application Exhibit E – Budget and Budget Narrative*) and upload the completed version back into ZoomGrants. **Please upload the completed document in Excel format.** Do not upload it as a pdf or any other format.

Exhibit E – Budget and Budget Narrative is divided into four tabs (Summary, Personnel, All other Budget Categories and Match). It is critical that all four tabs are completed.

1	Applicant Agency: _____						
2	Project Title: _____						
3	<i>(Please do not enter any information in these two summary grids - they will automatically calculate from the next three tabs within this worksheet)</i>						
4	Total 2 Year Budget Summary	Grant Funds		Cash Match	In-Kind Match	Total Match	2 Year Project Total
5	Personnel	\$0		\$0	\$0	\$0	\$0
6	Supplies & Operating	\$0		\$0	\$0	\$0	\$0
7	Travel	\$0		\$0	\$0	\$0	\$0
8	Equipment	\$0		\$0	\$0	\$0	\$0
9	Consultants / Contracts	\$0		\$0	\$0	\$0	\$0
10	Indirect Costs	\$0		\$0	\$0	\$0	\$0

Summary Personnel All other Budget Categories Match

The **BUDGET** must be completed in its entirety and each item requested should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. Important details to remember as you complete the budget request are:

- The budget request is for a 24-month period (January 1, 2019 – December 31, 2020).
- All figures should be reported in WHOLE DOLLAR AMOUNTS ONLY. Round up to the nearest dollar if the cents are \$.50 or more.
- We have created formulas within the Excel Spreadsheet. Do not attempt to alter or delete these formulas.
- Review the types of expenses/services that are allowable under each of the funding sources. This information is located in the Appendix of these Instructions.
- There is no such thing as miscellaneous costs. Every single item of cost in your budget must be properly itemized and categorized using the Crime Victim Services (CVS) budget categories.

- In the Budget Narrative and Justification section, you must fully explain and justify the need for your request. This justification must include the following for each expense for which you are requesting funding:
 - Describe the need for the position or item;
 - Describe the relationship between each position or item and the project goals and objectives;
 - Include calculations for each budget item and explain how the calculations were determined (be specific). Make sure that your calculations in the budget narrative match the dollar amount requested.

BUDGET – SUMMARY TAB

Applicant Agency: Enter the same applicant agency name that was entered in your ZoomGrants application.

Project Title: Enter the same project title entered in your ZoomGrants application.

All other fields in the Excel Summary Tab are set to auto-populate as you complete the other sections of the budget (Excel tabs - Personnel, All other Budget Categories and Match). Do not attempt to manually change any of the figures in the grey fields. Use the totals on this Excel Summary Tab to complete the Budget Summary Requested/Awarded table in ZoomGrants. Budget figures should be the same in both places.

BUDGET - PERSONNEL TAB

PERSONNEL							
Position #1	Annual Budget Year 1 (CY19)	% Paid by Grant (CY19)	Total to be Paid by Grant for 1st year	Annual Budget Year 2 (CY20)	% Paid by Grant (CY20)	Total to be Paid by Grant for 2nd year	Total to be Paid by Grant for 2 years
Name: Jane Smith							
Title: Victim Advocate							
Salary	\$50,000	75%	\$37,500	\$52,000	75%	\$39,000	\$76,500
Fringe/Benefits	\$10,000	75%	\$7,500	\$11,000	75%	\$8,250	\$15,750
TOTAL	\$60,000	75%	\$45,000	\$63,000	75%	\$47,250	\$92,250
Hours per week position works for agency:	30			Total Grant \$ Position #1			\$92,250
Type Position #1 budget narrative & justification below:							
The Victim Advocate provides advocacy and outreach to DV victims. The position works 30 hours per week. The request is for 75% of the salary and fringe/benefits. Benefits include: Health Insurance, Workers' Comp, unemployment insurance and employer's portion of FICA for a total of \$10,000. (\$10,000 x 75% = \$7,500). We are anticipating a 4% salary increase for CY2020. That increase is included in the CY2020 figures above.							

Only type information into the fields that are not shaded in grey.

Position Name & Title: For each position requested, enter the name of the employee and the position title; if two individuals have the same title you must enter each position separately. There are a total of 12 positions that can be requested. In the rare circumstance that you need to request more than 12 positions, please contact OVP staff for assistance.

Total Annual Salary: Enter the 12-month salary for the position in the “Annual Budget Year 1 (CY19)” column and then enter the percentage of the salary to be paid by the grant in the “% Paid by Grant (CY19)” column. The “Total to be Paid by Grant for 1st year” will calculate for you. Next, enter the 12-

month salary for the position in the “Annual Budget Year 2 (CY20)” column and then enter the percentage of salary to be paid by the grant in the “% Paid by Grant (CY20)” column. The “Total to be Paid by Grant for 2nd year” will calculate for you, as will the far right column titled “Total to be Paid by Grant for 2 years”.

Because it is unusual for **all** of a position’s activities to be eligible for grant-funding, CVS funds can pay for no more than 95% of a position’s cost.

Fringe/Benefits: You are not required to request fringe/benefits. If you choose to request fringe/benefits, enter the 12-month fringe/benefits amount (e.g., employer’s share of FICA, health insurance, retirement, workers’ compensation, short / long term disability, etc.) for the position in “Annual Budget Year 1 (CY19)” column and the “% paid by grant (CY19)” column. The “total to be paid by grant for 1st year” will calculate for you. Then enter the 12-month fringe/benefits for the position in the “Annual Amount Year 2 (CY20)” column and the “% paid by grant (CY20)” column. The “total to be paid by grant for 2nd year” will calculate for you, as will the far right column titled “Total to be paid by grant for 2 years”.

You may not request a higher percentage of fringe/benefits than the percentage of salary being requested. For example, if you request CVS funds for 50% of a position’s salary, then the maximum you can request is 50% of the position’s fringe benefits.

Hours Per Week Position Works for Agency: Enter the number of hours per week that the position works for your agency. This includes hours paid by your agency from all sources of funding, not only CVS funds being requested. Hours cannot exceed 40 hours per week.

Budget Narrative and Justification: In this section, you must fully explain and justify the need for the personnel position request, indicating whether this is a new or existing position. Explain how the position relates to the CVS project (example language provided in the screen shot on previous page).

BUDGET - ALL OTHER BUDGET CATEGORIES TAB

We are not requesting that you separate year one from year two for the other budget categories. Be sure the requested amounts include your request for the two-year grant period (1/1/19 – 12/31/20).

SUPPLIES AND OPERATING

Each item must be listed separately and be accompanied by a description that provides justification for the requested budget items and details the basis for determining the cost of each item. All supplies and operating requests must be specific, itemized costs related to the project.

Emergency Funds: In an effort to assist programs in meeting the immediate needs of crime victims in their communities, applicants are encouraged to request funds for emergency assistance in this application. A current list of eligible emergency expenses is located in the ZoomGrants Library and on the OVP website. This list also includes ineligible items such as prepaid phones, gift cards, security deposits, and prepaid cell phone minutes.

Programs that request emergency funds must be able to provide appropriate documentation of expenditures, including receipts, and must be able to demonstrate a working relationship with the Victim Compensation Program(s) in their Judicial District (this can be demonstrated by listing your local Victim Compensation Program as one of your collaborators in your application and providing us with a copy of your Memorandum of Understanding, if you have one – see page 12).

2-Yr. Budget for All other Budget Categories (Supplies & Operating / Travel / Equipment / Consultants-Contracts / Indirect Cost)		
Supplies & Operating Item	Item Calculations	Total to be Paid by Grant Funds
XYZ Conference Registration	2 Registrations at \$400 = \$800. We are requesting 100% of the cost.	\$800
Computer	1 Computer at \$1,000. We are requesting 75% of this cost. $\$1,000 \times 75\% = \750	\$750
Victim Emergency Funds	20 hotel nights $\times \$100 = \$2,000$; 10 bus tickets $\times \$200 = \$2,000$, 1 month rent (\$1,000) for 25 victims = \$25,000	\$29,000
TOTAL Supplies & Operating:		\$30,550
Supplies & Operating Budget Narrative/Justification below:		
The Victim Advocate will attend XYZ conference in 2019 & 2020 to enhance the services they provide to victims.		
The computer request is for the victim advocate paid by the grant. 75% of his/her time is spent providing direct victim services. Therefore, we are requesting 75% of the cost of this computer.		

Supplies & Operating Item: List each item by major type (e.g., cell phones for advocates, computer equipment, computer software, furniture, outreach materials, tuition and/or registration fees for training/conferences, etc.)

Item Calculations: Show the basis for computations for each item requested, including proration calculations, if applicable. Demonstrate how the costs for this item were determined.

Total to be Paid by Grant Funds: Enter the total 2-year amount requested from CVS for the item.

Supplies & Operating Budget Narrative & Justification: Explain and justify the need for your Supplies & Operating funds request. Demonstrate how the costs were determined and *justify* the need for each specific item. Unallowable costs are in the Appendix under the requirements listed for each funding source.

TRAVEL

Each item must be listed separately and be accompanied by a description that provides justification for the budget items and details the basis for determining the cost of each item. For each item requested, explain how it is related to the project.

List all travel expenses by category (e.g., mileage, meal per diem, lodging, etc.). Conference registration fees should be listed under the Supplies & Operating budget category.

If your agency has an established written travel policy, then those per diem and mileage rates should be used. If not, State travel rates (effective October 1, 2017), shown on the next page, should be used for in-state travel.

- **Mileage:** \$.49 per mile for use of personal vehicle.
- **Lodging:** Lodging is actual cost of reasonable accommodations.
- **Meals:** See table below. Use the base rate unless the location is in a high cost area.

Per Diem Rate	Base			High Cost		
Breakfast	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$17.00
Lunch	\$12.00	\$13.00	\$15.00	\$16.00	\$17.00	\$18.00
Dinner	\$23.00	\$24.00	\$26.00	\$28.00	\$31.00	\$34.00
Incidental *	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
TOTAL	\$51.00	\$54.00	\$59.00	\$64.00	\$69.00	\$74.00

*Incidental expenses include personal telephone calls, bellhop and maid tips.

CO City	County	Per Diem
Aspen	Pitkin	\$74
Boulder/Broomfield	Boulder/Broomfield	\$59
Colorado Springs	El Paso	\$59
Cortez	Montezuma	\$59
Crested Butte/Gunnison	Gunnison	\$64
Denver Metro	Denver, Adams, Arapahoe, & Jefferson Counties	\$69
Douglas County	Douglas County	\$59
Durango	La Plata	\$64
Fort Collins/Loveland	Larimer	\$59
Grand Lake	Grand	\$64
Montrose	Montrose	\$64
Silverthorne/Breckenridge	Summit	\$64
Steamboat Springs	Routt	\$74
Telluride	San Miguel	\$74
Vail	Eagle	\$74

Per the State Travel Management Program Office, if a locale is not on the list, the Base Rate of \$51.00 for travel to that locale should be applied.

Out-of-State travel will be considered if deemed appropriate.

Travel Item	Item Calculations	Total to be Paid by Grant Funds
Mileage for XYZ Conference	200 miles x .49 cents = \$98 x 2 years = \$196	\$196
Lodging for XYZ Conference	3 nights lodging in Summit County at \$130 per night = \$390 x 2 years = \$780	\$780
		\$0
		\$0
Total Travel:		\$976
Travel Budget Narrative/Justification Below:		
Roundtrip mileage from our office to the conference in Summit County is 200 miles.		
The victim advocate will attend XYZ conference in CY19 & CY20 to continually enhance the services they provide to victims.		

Travel Item: Enter the travel item being requested.

Item Calculations: Show the basis for computations for each item requested, including proration calculations, if applicable. Demonstrate how the costs for this item were determined.

Total to be Paid by Grant Funds: Enter the total amount requested from CVS for the item.

Budget Narrative & Justification: Explain the costs being requested from CVS grant funds and explain the relationship of each line item to the project (e.g., if training or conference expenses are requested, explain the topic of the conference and its relationship to the project and the staff/volunteers who will attend.) Training/conference registration costs are considered a Supplies and Operating expense.

EQUIPMENT

Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per item. Funds may only be used for equipment deemed essential in the proposed project/services as allowable. If equipment is approved, you will be required to submit additional forms that require DCJ approval prior to purchasing the equipment and after the grant ends (for disposition purposes).

Each piece of equipment must be listed and be accompanied by a description that provides justification for the equipment items and details the basis for determining the cost of each item. For each item listed, explain why the proposed equipment is essential to implementing the project. List each piece of equipment with a value of \$5,000 or more even if you are requesting less than \$5,000 in grant funding (i.e. item cost is \$6,000 and you are requesting 50% of the cost or \$3,000).

For Equipment purchases of \$5,000 to \$20,000 it is required that a full, *written*, procurement procedure be followed. This includes competitive Vendor Selection (3 competitive prices/quotes that can include Web price lists, catalogue listings, and telephone quotes) or Sole Source justification (urgency to make the purchase, the vendor or source is the only qualified provider, the vendor or source is the only cost-effective provider).

Equipment Item	Item Calculations	Total to be Paid by Grant Funds
Forensic Medical Colposcope	100% of the cost of a Wallach Zoomscope Quantum Series Colposcope w/Trulight Digital USB Camera	\$13,769
		\$0
		\$0
Total Equipment:		\$13,769
Equipment Budget Narrative/Justification Below:		
Our current colposcope is considered outdated. As the number of SANE exams increase we are in need of improved technology to capture the best forensic data possible.		

Equipment Item: Enter each equipment item being requested.

Item Calculations: Show the basis for computations for each item requested, including proration calculations, if applicable. Demonstrate how the costs for this item were determined. Be sure to show the basis for computation.

Total to be Paid by Grant Funds: Enter the total amount requested from CVS for the item.

Equipment Narrative & Justification: Explain and justify the need for your Equipment funds request. Demonstrate how the costs were determined and *justify* the need for each specific item.

CONSULTANTS/CONTRACTS

Each outside consultant/contractor must be listed separately and be accompanied by a description that provides justification for the budget item(s) and details the basis for determining the cost of each item. For each consultant/contractor listed, explain how the hourly rate or flat rate was determined.

Generally, a consultant is an independent contractor or an outside professional who offers his/her contracted services to the public at large, who controls his/her own work, does not require training, pays his/her own taxes, and has his/her own liability and worker's compensation insurance.

For Consultants/Contracts expenditures of any amount, a completed *DCJ Form 16 Consultants/Contracts Certification* form and a copy of the contract or Statement of Work are required. For contracts that do not exceed the maximum hourly rate of \$650 per 8-hour day (or (\$81.25/hour), this form can be forwarded to DCJ at the time of contract execution. For contracts that exceed the maximum rates, or for sole source contracts over \$150,000, the DCJ Form 16 must be submitted BEFORE the execution of the contract. DCJ must review and approve this form before the agency enters into the contract. (Some of these requirements may not apply to state-funded grants).

Most consultant and contractor services are procured competitively. On occasion, contracts are procured through a sole source procurement process. Sole source is procurement through the solicitation of a proposal from only one source or after solicitation of a number of vendors when competition is determined inadequate. **Sole source contracts must be justified; additional requirements will apply to sole source contracts over \$150,000.**

Whenever possible, Supplies and Operating purchases and Equipment purchases should be separated from the costs of installation; installation costs should be included in the Consultants/Contracts category.

Internal Revenue Service Information – Determination of Employee versus Independent Contractor

Mistakenly classifying an employee as an independent contractor can result in fines and penalties with the Internal Revenue Service (I.R.S.). The I.R.S. has produced a number of documents that will assist an organization in determining whether an individual is an independent contractor or an employee. The following two websites will assist the grantee in making that determination:

1. www.irs.gov
2. www.irs.gov/taxtopics/tc762.html

Consultants / Contracts Item	Consultant/ Contractor Calculations	Total to be Paid by Grant Funds
Database Updates	\$80 x approximately 100 hours of work = \$8,000. We are requesting 100% of the cost.	\$8,000
		\$0
		\$0
		\$0
		\$0
TOTAL Consultants / Contracts:		\$8,000
Consultants / Contracts Budget Narrative/Justification below:		
We are planning to hire a contractor to make database updates that will enable us to collect all required VOCA data.		

Consultants/Contracts Item: List the consultant or type of service.

Consultant/Contractor Calculations: Show the basis for computations for each item requested, including proration calculations, if applicable. Demonstrate how the costs for this item were determined. Be sure to show the basis for computation.

Total to be Paid by Grant Funds: Enter the total amount requested from CVS for the item.

Consultants/Contracts Budget Narrative & Justification: In this section, you must fully explain and justify both the need for these services and the rate of pay if not provided above. Explain why agency employees cannot provide the proposed consultant and/or contractor services. List the consultant or type of service, the proposed hourly fee, and the amount of time to be spent on such services. Rates for professional services should not exceed \$81.25 per hour or \$650 per eight-hour day (this rate is set by Federal regulations). If a higher rate is requested, a justification must be provided in the budget narrative.

INDIRECT COSTS

Although not required, applicants are allowed to request indirect costs as a part of their grant budget. Agencies that have an Approved Federal Indirect Cost Rate can use this rate; if your agency does not have an approved rate you may request a percentage of your request. (See below for the percentage.)

Indirect costs are expenses of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. It can only be charged directly to the grant if it can be linked directly to the grant. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

There are two ways to use an indirect cost rate:

- 1) The agency has a federally negotiated cost rate with a federal agency because the grantee already receives funds directly from a federal agency. This negotiated cost rate will be honored.
- 2) Grantees who have NEVER had a federally approved indirect cost rate agreement may use a de minimus rate of 10% of the Modified Total Direct Cost, or MTDC. This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and

professional services/consultant contracts up to the first \$25,000 of each professional services/consultant contract (regardless of the period of performance of the awards under the professional services/consultant contract).

MTDC excludes equipment, capital expenditures, rental costs, tuition, scholarships, participant support costs, and the portion of each professional services/consultant contract in excess of \$25,000.

Example Using the De Minimis Rate in a Budget:

Personnel: \$20,000 (Staff Salary)
 Fringe: \$4,400 (22% of Staff Salary)
 Travel: \$1,000
 Supplies: \$400
 Equipment: \$0
 Professional Services/Consultants: \$27,000
 Total Direct Costs: \$52,800

Calculation for Modified Total Direct Costs (MTDC):

\$52,800 (total direct costs) - \$2,000 (amount over \$25,000 for professional services/consultants) = \$50,800 (MTDC)

Indirect cost is 10% of the total MTDC: \$50,800 x 10% = \$5,080

Total Project Amount: \$52,800 total direct costs + \$5,080 indirect costs = \$57,880

For more information, please refer to *2CFR200: Uniform Administrative Requirements, Cost Principles and Audit Requirements (Uniform Guidance)*.

BUDGET - MATCH TAB

A 25% match is required for initial application submission. During funding recommendations your match contribution requirement may be reduced. Until this time, please note that failing to meet the initial 25% match requirement may result in a denial of project funding.”

MATCH: For purposes of this application, ALL applicants must demonstrate the ability to provide match to be used for project-related activities. All applicable match categories must be completed in their entirety. The Budget Narrative and Justification fields under match should include a description of the source of match and detail the basis for determining the cost of each item.

After you enter your budget items in each category, you will need to calculate the required match for your project. You can calculate the total match required by simply dividing the total CVS funds requested by 3.

Example:

- \$187,810 divided by 3 = \$62,603.33. **Round up to the nearest dollar if the cents are \$.50 or more.** In this example, \$62,603 will be the amount of your match. **Remember** – you cannot use any federal funds as match on your CVS grant and any state or local funds used for match cannot be used as match for any other grant.

Types and Sources of Match: Match may be provided in cash or as an in-kind contribution in any budget category.

- **Cash Match:** A specified amount of **non-federal dollars** budgeted for the funded project in addition to the grant award amount. Any items paid for with dollars are cash match such as personnel expenses.

Possible Sources of Cash Match: Local VALE funds, United Way funds, District Attorney's local budget, annual fund raiser, other non-federal funds used to pay a portion of the supervisor's salary for the grant funded position, the non-grant funded portion of the grant project employee's salary, or other non-grant funded portions of the project. **Federal funds can never be used as match for CVS grants.**

- **In-Kind Match:** A specified amount of **non-cash contributions** (assigned a dollar value) designated for the funded project in addition to the CVS grant award amount. A good example of in-kind match is unpaid volunteer time that has been assigned a dollar value, based on the agency or market value of the services in your community.

Possible Sources of In-Kind Match: Volunteer hours valued at a reasonable hourly rate considering the services provided (if using volunteer hours for match, explain how you established your hourly rate for volunteer hours), or office space valued at \$15 per square foot that has been donated to the project.

Helpful Information About Match:

- Federal funds may **never** be used as match.
- Round **up** to the nearest dollar if the cents are **\$.50 or more**.
- **Do not over-match.** Show only the required amount of match in your project budget. Any approved cash or in-kind match for this CVS grant may not be used as match for other grants.
- **Do not under-match.** If you do not indicate in your project budget that you have the resources to adequately match your grant request, your request may be reduced to the amount that you indicate you **can** match.
- Because it is simpler to track, you are encouraged to use either cash **OR** in-kind match (not both) whenever possible.
- You are not required to have match in every budget category for which you request grant funds, in fact, it is recommended that you limit match to one budget category, whenever possible. Personnel and volunteer hours used as match should all be entered into the personnel match field, not spread out among various budget categories.
- Your accounting system must be able to track the exact matching funds, so it is in your best interest to keep the match as simple as possible.

FINANCIAL MANAGEMENT QUESTIONS (REQUIRED FOR ALL APPLICANTS)

In order to be eligible to receive these grant funds, you must be able to demonstrate the ability to comply with state and federal financial requirements. Download the Financial Management Questions document. Complete this questionnaire with the assistance of your agency staff person who is responsible for the accounting of these grant funds.

Answer all of the questions regarding your accounting and financial management system. These questions are reflective of the state's eligibility requirements for receiving and managing grant funds. These questions cover areas that will be monitored by DCJ staff during site visits or through other reporting mechanisms. They are not intended to be all-inclusive and they do not relieve an agency's responsibility to meet all state and federal requirements for these grant funds.

Once you have completed the questions, upload the completed document under the Documents tab in ZoomGrants.

TOTAL AGENCY BUDGET (REQUIRED FOR ALL APPLICANTS)

Download and complete this document. Report TOTAL Revenue and Expenses from the most recently completed 12-month period (your agency's fiscal year could include various time periods e.g., January through December; July through June; October through September, etc.).

The figures reported should be actual Revenue and actual Expenditures from your agency's accounting system/records. The individual responsible for your agency's financial records should obtain this information from the most recent audit and/or year-end statements.

Government agencies should provide information for the victim services component of their agency's budget. **Once you have completed this document, upload it into ZoomGrants.**

OTHER DOCUMENTS

Upload into ZoomGrants under the Documents Tab all that apply or are required for your application:

- Most recent Audit or Financial Review & Management Letter (required for all applicants)
- Organizational Chart
- Job Descriptions
 - For CVS grant-funded staff
 - For CVS grant match staff
 - For volunteers, whether or not used as match
- Board Member List (nonprofits only)
- Proof of Nonprofit Status (nonprofits only)
- Sample Timesheet (CVS grant funded staff, match staff and volunteers)
- Federally Negotiated Indirect Cost Rate Agreement (if applicable and if requesting indirect costs)

APPENDIX

Federal & State Allocation and Match Requirements, Purpose Areas, Priorities, and Eligible Services



VICTIMS OF CRIME ACT (VOCA Assistance)

History

The Victims of Crime Act (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 financial support for direct services to victims of crime. VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime (OVC) which annually awards a grant to each State, the District of Columbia and U.S. Territories. Those state agencies, in turn, subgrant to organizations that provide direct services to victims of crime. Money for these grants comes from the Crime Victims Fund, a special fund consisting of fines, penalty assessments, and bond forfeitures collected from convicted federal offenders. Taxpayers do not fund VOCA grants.

Each state has a designated agency to administer VOCA grants. While federal requirements must be met, each state is given discretion in awarding specific subgrants. The Colorado Division of Criminal Justice, Office for Victims Programs (OVP) is the designated agency for the administration of VOCA funds in the State of Colorado. The Crime Victim Services Advisory Board serves as the body that reviews grant applications and makes funding recommendations for OVP.

Purpose

The primary purpose of the VOCA assistance grants is to support the provision of services to victims of crime throughout the nation. Services are defined, in the federal VOCA statute, as those efforts that (1) respond to the emotional, psychological or physical needs of crime victims; (2) assist victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) restore a measure of security and safety for victims.

For the purpose of the VOCA crime victim assistance grant 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 definition also includes secondary victims.

Allocation of Funds

Each state must allocate a minimum of 10% of its VOCA funds to each of four priority categories:

1. sexual assault
2. spousal abuse
3. child abuse (sexual and physical); and
4. previously underserved victim populations.

Match Requirements

Matching contributions of 20% (cash or in-kind) of the total cost of each VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the U.S. Department of Justice, Office for Victims of Crime (OVC).

Eligibility Criteria

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Organizations must meet the following requirements:

1. **Public or Nonprofit Organization:** To be eligible to receive VOCA funds, the project must be provided by a public or nonprofit organization or a combination of such organizations, and provide services to crime victims.
2. **Record of Effective Services to Crime Victims and Financial Support from Sources other than VOCA:** The agency must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its direct services by the community, a history of providing direct services in a cost-effective manner, and the breadth and depth of its financial support comes from sources other than VOCA (aka the Crime Victims Fund).
3. **Substantial Financial Support from Sources Other than VOCA:** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that at least 25% of their funding comes from sources other than VOCA.
4. **Volunteers:** Funded organizations **must** use volunteers unless the state (DCJ/OVP) determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. The agency requesting a waiver must provide written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrate why circumstances prohibit the use of volunteers to the satisfaction of the state.
5. **Promote Community Efforts to Aid Crime Victims:** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or tribal work groups to oversee and recommend improvements to community responses to crime victims, and developing written agreements and protocols for such response.
6. **Help Victims Apply for Compensation Benefits:** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, checking on claim status and intervening on behalf of such potential recipients with the crime victims' compensation program.
7. **No Charge to Victims for VOCA-Funded Services:** Grantees must provide services to crime victims at no charge when victims are being served through a VOCA-funded project.

Eligible Agencies

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. The types of organizations eligible to receive funds include, but are not limited to: sexual assault and rape crisis centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim services organizations, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of direct crime victims' services.

These organizations include, but are not limited to, the following: criminal justice agencies, religiously-affiliated organizations, state crime victim compensation agencies, hospitals and emergency medical facilities, and state and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a

demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have staff specifically trained to serve crime victims. Please see the 2016 VOCA Rule for further detailed criteria on eligible agencies at: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>

Ineligible Agencies

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

1. **Federal Agencies:** This includes U.S. Attorneys' Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private, nonprofit organizations that operate on federal land may be eligible recipients of VOCA victim assistance grant funds.
2. **For Profit Organizations**

Eligible Services/Purpose Areas

1. **Allowable Costs for Direct Services:** Direct services for which VOCA funds may be used include, but are not limited to, the following:
 - a. **Immediate Emotional, Psychological, and Physical Health and Safety:** Services that respond to the immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:
 1. Crisis intervention services
 2. Accompanying victims to hospitals for medical examinations
 3. Hotline counseling
 4. Safety planning
 5. Emergency food, shelter, clothing, and transportation, and shelter
 6. Short-term (up to 45 days) in home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed
 7. Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short term residence is available
 8. Window, door or lock replacement or repair, and other repairs necessary to ensure a victims' safety.
 9. Costs of the following, on an emergency basis (i.e. when the victim compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime); non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed
 10. Emergency legal assistance such as filing for restraining or protective orders and obtaining emergency custody and visitation rights.
 - b. **Personal Advocacy and Emotional Support:** Personal advocacy and emotional support, including, but not limited to:
 1. Working with a victim to assess the impact of the crime
 2. Identification of victim's needs
 3. Case management
 4. Management of practical problems created by the victimization

5. Identification of resources available to the victim
6. Provision of information, referrals, advocacy, and follow up contact for continued services, as needed
7. Traditional, cultural, and/or alternative therapy/healing
- c. **Mental Health Counseling and Care:** Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.
- d. **Peer Support:** Peer support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support
- e. **Facilitation of Participation in Criminal Justice and Other Public Proceedings Arising from the Crime:** The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g. juvenile justice hearings, civil commitment proceedings), including, but not limited to:
 1. Advocacy on behalf of a victim
 2. Accompanying a victim to offices and court
 3. Transportation, meals and lodging to allow a victim who is not a witness to participate in a proceeding
 4. Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency
 5. Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding
 6. Notification to victims regarding key proceeding dates (e.g. trial dates, case disposition, incarceration, and parole hearings)
 7. Assistance with Victim Impact Statements
 8. Assistance in recovering property that was retained as evidence
 9. Assistance with restitution advocacy on behalf of crime victims
- f. **Legal Assistance:** Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:
 1. Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding
 2. Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim, and
 3. Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization
- g. **Forensic Medical Evidence Collection Examinations:** Forensic medical evidence collection examinations for victims [to the extent that other funding sources are insufficient](#). Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the state or local jurisdiction. Agencies are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Agencies are also encouraged to use specifically trained examiners such as Sexual Assault Nurse Examiners.
- h. **Forensic Interviews:** Forensic interviews, with the following parameters:
 1. Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services

2. Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team or in a specialized setting such as a child advocacy center, and
 3. The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
- i. **Transportation:** Transportation of victims to receive services and to participate in criminal justice proceedings
 - j. **Public Awareness:** Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
 - k. **Transitional Housing:** Subject to any restrictions on amount, length of time and eligible crimes, set by the state, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling
 - l. **Relocation:** Subject to any restrictions on amount, length of time, and eligible crimes, set by the state, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.
2. **Allowable Costs for Activities Supporting Direct Services:** Supporting activities for which VOCA funds may be used include, but are not limited to, the following:
- a. **Coordination of activities:** Coordination activities that facilitate the provision of direct services, include, but are not limited to,
 1. Statewide coordination of victim notification systems
 2. Crisis response teams
 3. Multidisciplinary teams
 4. Coalitions to support and assist victims
 5. Other such programs, and
 6. Salaries and expenses of coordinators of these activities
 - b. **Supervision of Direct Service Providers:** Payment of salaries and expenses of supervisory staff in a project, when the state determines that such staff is necessary and effectively facilitates the provision of direct services.
 - c. **Multisystem, interagency, multidisciplinary response to crime victim needs:** Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
 - d. **Contracts for Professional Services:** Contracting for specialized professional services (e.g. psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization.
 - e. **Automated Systems and Technology:** Subject to the federal financial guide and government rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g. automated information and referral systems, email systems that allow

communications among victim service providers, automated case tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the state after considering:

1. Whether such procurement will enhance direct services
 2. How any acquisition will be integrated into and/or enhance the program's current system
 3. The cost of installation
 4. The cost of training staff to use the automated systems and technology
 5. The ongoing operational costs, such as maintenance agreements, supplies, and
 6. How additional costs relating to any acquisition will be supported
- f. **Volunteer Trainings:** Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.
- g. **Restorative Justice:** Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community led meetings and peace keeping activities, if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. Before approving restorative justice costs, DCJ/OVP will consider the safety of the victim, the cost versus the benefit or therapeutic value to the victim, the procedures for ensuring that participation of the victim and offenders are voluntary and the nature of the meeting is clear, the provision of appropriate support and accompaniment for the victim, appropriate debriefing opportunities for the victims after the meeting and the credentials of the facilitators.
3. **Allowable Administrative Costs:** Administrative costs for which VOCA funds may be used include, but are not limited to:
- a. **Personnel costs:** Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance
 - b. **Skills Training for Staff:** Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training
 - c. **Training Related Travel:** Training related costs such as travel (in-state, regional, and national), meals, lodging, and registration fees for paid direct service staff (both VOCA-funded and not)
 - d. **Organizational Expenses:** Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent, utilities, local travel expenses for service providers, and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims
 - e. **Equipment and Furniture:** Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g. mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities.
 - f. **Operating Costs:** Operating costs include but are not limited to:

1. Supplies
 2. Equipment use fees
 3. Property insurance
 4. Printing, photocopying and postage
 5. Courier service
 6. Brochures that describe available services
 7. Books and other victim-related materials
 8. Computer backup files/tapes and storage
 9. Security systems
 10. Design and maintenance of websites and social media, and
 11. Essential communication services, such as web hosts and mobile device services
- g. **VOCA Administrative Time:** Costs of administrative time spent performing the following:
1. Completing VOCA-required time and attendance sheets and programmatic documentation, reports and statistics
 2. Collecting and maintaining crime victims' records
 3. Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and
 4. Funding the prorated share of audit costs.
- h. **Leasing or Purchasing Vehicles:** Costs of leasing or purchasing vehicles, as determined by the state, after considering, at a minimum, if the vehicle is essential to the provision of direct services.
- i. **Maintenance, Repair or Replacement of Essential Items:** Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter, and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the state after considering, at a minimum, if other sources of funding are available.
- j. **Project Evaluation:** Costs of evaluations of specific projects (in order to determine their effectiveness), within the limits set by the state.

Unallowable Costs & Activities include, but may not be limited to:

- a. **Lobbying:** Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. 1913), whether conducted directly or indirectly.
- b. **Research & Studies:** Research and studies, except for project evaluation under §94.121 (j).
- c. **Active Investigation and Prosecution of Criminal Activities:** The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g. emotional support, advocacy, and legal services) to crime victims, under §94.119, during such investigation and prosecution.
- d. **Fundraising:** Any activities related to fundraising, except for fee-based, or similar, program income if authorized by the state under the VOCA rule.
- e. **Capital Expenses:** Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed elsewhere in this subpart).
- f. **Compensation for Victims of Crime:** Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions of this subpart.
- g. **Medical Care:** Medical care, except as otherwise allowed by other provisions of this subpart.

- h. **Salaries and Expenses of Management:** Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in this subpart).

VIOLENCE AGAINST WOMEN ACT (VAWA)

Purpose

The overall purpose of the S.T.O.P. VAWA program is to coordinate and integrate law enforcement, prosecution, judicial efforts, and victim services to identify and respond to crimes of violence against women. Federal financial assistance is provided to states for developing and strengthening effective law enforcement, prosecution, and judicial strategies and victim services in cases involving violent crimes against women, defined as domestic violence, dating violence, sexual assault, and stalking.

Allocation of Funds

Each state must allocate the VAWA funds in the following manner:

- 25% to prosecution projects
- 25% to law enforcement projects
- 30% to victim services projects (10% of which must be distributed to programs whose primary purpose is to work with culturally specific populations – defined as racial and ethnic minorities)
- 5% for state and local courts and judicial projects

Match Requirements

Federal VAWA statutes require all applicant agencies, *except victim services agencies and tribes**, to provide matching funds for their VAWA project. 25% of the total VAWA project budget must be provided in cash or in-kind match. These funds may be either cash match from a non-federal source or in-kind match, which consists of non-cash donations. The match must be spent on VAWA project activities and must be expended within the grant period.

**Because it is not known which funding source may fund an applicant at the time the application is submitted to the Office for Victims Programs, all applicants are required to include match in their application.*

Federal Purpose Areas

Projects funded with federal VAWA funds must meet one or more of the following **twenty** federal purpose areas. These federal purpose areas are not listed in any particular order of importance.

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 1101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a)).
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault,

and stalking, as well as the appropriate treatment of victims.

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
8. Training of sexual assault forensic medical personnel/examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities
 - (A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - (B) notifying persons seeking enforcement of protection orders as to what responses

- (C) will be provided by the relevant law enforcement agency;
 - (C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - (D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and State, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
- (A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - (B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003));
 - (C) the development of such protocols in collaboration with State, tribal, territorial and local victim service providers and domestic violence coalitions.

Any law enforcement, State, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program under paragraph (13) shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol.

14. Developing and promoting State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their

sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.

20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a State to be used for this purpose.

Eligible Services

A wide variety of services are eligible to be paid with S.T.O.P. VAWA funds. The following list is an example of these services by funding category. This list is not all inclusive.

Victim Services: Hotline services, crisis intervention, hospital response, counseling/support, criminal justice advocacy, court accompaniment, civil legal assistance, victim/witness notification, victim/survivor advocacy, emergency shelter, and restraining order assistance.

Law Enforcement Services: Response to 911 and other calls for assistance, incident reports, case investigation, arrests of offenders – including bail bond and probation violations, serving protection orders, issuing protection orders, enforcement of warrants, case referrals to prosecutor, and case referrals of federal firearms charges to federal prosecutor.

Prosecution Services: Domestic violence fast track prosecutions, specialized prosecutor for domestic violence and/or sexual assault cases, specialized investigations for domestic violence/sexual assault cases, training, mentoring, and participation on multidisciplinary committees to address domestic violence, sexual assault, stalking and dating violence.

Probation Services: Face-to-face meetings with offenders, telephone contact with offenders, unscheduled surveillance of offenders, and outreach to victims/survivors.

Court Services: Tracking of domestic violence, sexual assault, stalking and dating violence offenders; specialized training programs; and specialized court activities as they relate to domestic violence, sexual assault, stalking and dating violence cases (e.g. benchbook updates).

Discretionary Services: Sexual Assault Nurse Examiner (SANE) services, Sexual Assault Forensic Examiner (SAFE) services, coordination of multidisciplinary teams/taskforces, and training activities.

Unallowable Costs & Activities include, but may not be limited to:

- Lobbying
- Physical modifications to buildings, including minor renovations
- Research projects
- Fundraising
- Activities that compromise victim safety (e.g. couples counseling, etc.)
- Most food and refreshments
- Immigration fees
- Overtime pay, unless authorized in advance, in writing
- Law enforcement equipment
- Public awareness/community education campaigns
- Development of and/or presentation of domestic violence, sexual assault, stalking or dating violence curriculums in schools

VAWA 2013 Reauthorization

The federal statutes that oversee the VAWA program were reauthorized by Congress in calendar year 2013. There are several changes that impact the VAWA program as a result of the reauthorization. These include the following:

1. The minimum age to receive services through a VAWA-funded program has been reduced from 13 to 11 years old.
2. A small percentage of VAWA funds (5%) **may** be used for prevention and educational programs that address domestic violence, dating violence, sexual assault or stalking.
3. Twenty percent of the grant funds must be used for sexual assault programs.
4. The addition of new purposes areas (numbers 14 - 20 above) that expand the types of programs that can be funded through VAWA.
5. New definitions regarding: culturally specific and population specific. **Culturally specific** now means racial and ethnic minorities from the following racial/ethnic groups: American Indian, Asian, Hawaiian, African American, Hispanic (any Spanish-speaking country & Mexican, Puerto Rican).

Ten percent of the amount allocated for victims services must be allocated to programs whose primary purpose is the serve culturally specific populations.

Population specific now means programs that primarily serve a specific, underserved population such as deaf and disabled victims, elderly victims, rural victims, etc. There is no minimum allocation requirement of VAWA funds for population specific programs.

SEXUAL ASSAULT SERVICES PROGRAM (SASP)

History

The Sexual Assault Services Formula Program was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that act, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

Purpose

The primary purpose of SASP grants is to support rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault of any age.

Allocation of Funds

All funds must be used to support sexual assault victims of any age.

Match Requirements

There are no match requirements for SASP funds. Because it is not known which funding source may fund an applicant at the time the application is submitted to the Office for Victims Programs, all applicants are required to include match on their application.

Eligible Agencies

The agencies eligible for SASP funds are rape crisis centers and other nonprofit and tribal organizations, such as dual programs providing both sexual violence and domestic violence intervention services. These programs play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and social support systems. Child advocacy centers are only eligible for SASP funds if they are able to serve any age victim of sexual assault.

Eligible Services/Purpose Areas

This is defined, in the federal program guidelines, as those efforts that provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth and child victims of sexual assault, family and household members of such victims, and those collaterally affected by the sexual assault, except for the perpetrator of such victimization.

Unallowable Costs & Activities include, but may not be limited to:

- Training to allied professionals and the community
- Sexual Assault Forensic Examiner projects
- Research projects
- Activities focused on prevention efforts and public education (e.g. bystander intervention, social norm campaigns, presentations on healthy relationships, etc.)
- Lobbying and/or Fundraising
- Most food and refreshments
- Sexual Assault Response Team Coordination
- Purchase of property, and/or physical modifications to buildings, including minor renovations
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Providing domestic violence services unrelated to sexual violence

STATE VICTIM ASSISTANCE & LAW ENFORCEMENT (STATE VALE)

Purpose

The purpose of State VALE funds is to provide funding for programs that implement statutory rights for crime victims and/or coordinate or provide services to crime victims on a statewide or multi-jurisdictional basis.

Allocation of Funds

State VALE does not have specific allocation requirements.

Match Requirements

There are no match requirements for State VALE funds. Because it is not known which funding source may fund an applicant at the time the application is submitted to the Office for Victims Programs, all applicants are required to include match on their application.

Purpose Areas

1. Projects that are statutorily mandated to implement the Victim Rights Act statewide.
2. Projects designed to have a statewide or multi-jurisdictional impact.
3. Projects that improve the coordination of victim services and criminal justice-based victim services.
4. Projects that provide greater understanding of the Victim Rights Act.

Eligible Agencies

1. A Colorado state criminal justice agency that implements the Victim Rights Act; or
2. An organization whose proposed project helps implement or coordinate statewide or multi-jurisdictional victim programs and services.

Unallowable Costs & Activities include, but may not be limited to:

- Lobbying and/or Fundraising
- Research projects

IMPORTANT: All state government agencies applying for State VALE funds must obtain spending authority in their agency's annual budget to receive State VALE dollars. This requirement only applies to state government agencies.