

Supporting Documentation for Expenditures for Financial Assistance for Victims

| Eligible Type of Assistance | Documentation Required <i>*Personally Identifiable Information On Victims Must Be Protected</i> | <i>Not Allowed</i> |
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| <p>Childcare (for purposes of obtaining or retaining employment, participating in services related to victimization, or participating in criminal justice proceedings related to the crime)</p> | <ul style="list-style-type: none"> • Itemized receipt for expense licensed childcare vendor (license number is often found on invoice/receipt) • Authorization for expenditure by supervising staff member with approval signature and notation regarding charging the expense to the grant | <ul style="list-style-type: none"> • Direct payment to victims • Cost of unauthorized items • Payment without itemized receipt • Payment to someone other than a licensed vendor • Payment for childcare expenses not needed as a result of/or not tied to the victimization |
| <p>Hygiene and Basic Needs (e.g. food, clothing, basic toiletries, feminine hygiene products, diapers/wipes)</p> | <ul style="list-style-type: none"> • Itemized receipt • Authorization for expenditure by supervising staff member with approval signature and notation regarding charging the expense to the grant | <ul style="list-style-type: none"> • Direct payment to victims • Gift cards • Cost of unauthorized items • Payment without itemized receipt • Payment for items that are not needed as a result of the victimization |
| <p>Local Transportation (for purposes of obtaining or retaining employment, participating in services related to victimization, or participating in criminal justice proceedings related to the crime)</p> | <ul style="list-style-type: none"> • Itemized receipt • Authorization for expenditure by supervising staff member with approval signature and notation regarding charging the expense to the grant | <ul style="list-style-type: none"> • Direct payment to victims • Gift cards • Cost of unauthorized items • Payment without itemized receipt • Payment to someone other than vendor • Payment for transportation expenses not needed as a result of/or not tied to the victimization |
| <p>Moving expenses (e.g. truck rental, movers, short-term storage)</p> | <ul style="list-style-type: none"> • Itemized receipt from vendor • Authorization for expenditure by supervising staff member with approval signature and notation regarding charging the expense to the grant | <ul style="list-style-type: none"> • Direct payment to victims • Gift cards • Cost of unauthorized items • Payment without itemized receipt • Payment to someone other than vendor |

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| | | <ul style="list-style-type: none"> • Payment for moving expenses not needed as a result of/or not tied to the victimization |
| Relocation (e.g. bus, airline, train) | <ul style="list-style-type: none"> • Itemized receipt • Authorization for expenditure by supervising staff member with approval signature and notation regarding charging the expense to the grant | <ul style="list-style-type: none"> • Direct payment to victims • Gift cards • Cost of unauthorized items • Payment without itemized receipt • Payment to someone other than vendor • Payment for expenses not needed as a result of/or not tied to the victimization |
| Rental Assistance (e.g. house, apartment, mobile home, campground) | <ul style="list-style-type: none"> • Verified 1st and last pages of signed lease (pages on which the parties are named (victim PII is redacted), terms of the lease and rental amount are specified, and signatures appear) • Authorization for expenditure by supervising staff member with approval signature and notation regarding charging the expense to the grant | <ul style="list-style-type: none"> • Direct payment to victims • Deposits • Back rent prior to the crime • Mortgage payments • Credit-risk surcharges • Checks made out to individuals or entities other than vendor named on lease • Payment for rent not needed as a result of/or not tied to the victimization |
| Utilities (e.g. electric, gas, water, sewer, trash pickup) | <ul style="list-style-type: none"> • Start-up and current If <i>included</i> in the lease – • note attached to lease itemizing the monthly utility expenses If <i>not</i> included in the lease – • Itemized bill in victim’s name (name redacted) • Authorization for expenditure by supervising staff member with approval signature and notation regarding charging the expense to the grant | <ul style="list-style-type: none"> • Direct payment to victims • Payment without itemized receipt • Payment to someone other than vendor • “Catch-up” payments on unpaid bills prior to the crime • Cell phones or cell phone minutes • Payment for utilities not needed as a result of/or not tied to the victimization |
| Contracted Civil Legal Representation (eligible services <u>include</u> : <ul style="list-style-type: none"> • Temporary & permanent protection orders and related activities associated | <ul style="list-style-type: none"> • DCJ Form 16 and DCJ Form 17 submitted with signed contract for pre-approval by Grant Program Manager • Invoice from attorney • Authorization for expenditure by supervising staff member with | <ul style="list-style-type: none"> • Direct payment to victims • Payment without itemized invoice • Payment to someone other than vendor |

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| <p>with safety concerns of the victim and victim's children</p> <ul style="list-style-type: none"> • Immigration assistance related to the crime (i.e. U-Visa, VAWA Petition) • Title IX services (e.g. civil legal representation of sexual assault victims in educational settings) | <p>approval signature and notation regarding charging the expense to the grant</p> <ul style="list-style-type: none"> • Checks made out to individual/vendor named on contract <p>(*Agency should also retain a copy of the attorney's license to practice law in Colorado, malpractice insurance, and W-9 in their internal hard file, but should not submit these materials to OVP.)</p> | <ul style="list-style-type: none"> • Payment for legal services that are not needed as a result of the victimization |
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ⁱ OVP does not expect or require agencies to use the exact forms or templates provided in this packet. All examples and samples provided are for **informational purposes only** and are being used with the permission of the issuing agency. Agencies should ensure that the required elements described and shown throughout this packet are present in their current practices, if applicable. Resources and additional examples are all located online: <https://www.colorado.gov/pacific/dcj/cvs-funds>.

ⁱⁱ Complete lists of Required Grant Accounting Elements and Required Grant Accounting Items are outlined in the Office for Victims Programs [Essential Grant Accounting and Financial Documentation Packet](#).