



Crime Victim Services Grant Program Project Application Instructions

Released:
February 1, 2016

Grant Period:
January 1, 2017 to December 31, 2018

Project Applications must be submitted on or before
Tuesday, March 1, 2016 no later than 11:59 pm

Late Project Applications will not be accepted.

Project Applications must be submitted on-line through the
Colorado Grant Management System (COGMS) at
<https://q3.state.co.us/grantium/frontOffice.jsf>



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

For more information contact:

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Office: 303.239.5719
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Toll Free: 1.888.282.1080

Website: <http://dcj.ovp.state.co.us/>

Table of Contents

Page:

1	<u>Introduction</u>
2	<u>Important Tips</u>
6	<u>How to Apply for CVS Funds</u>
13	<u>Returning to an Application That is in Progress</u>
14	<u>Applicant Information</u>
17	<u>Contact Information</u>
20	<u>Capacity and Project Factors</u>
21	<u>Target Service Area</u>
22	<u>Underserved Populations</u>
23	<u>Collaboration</u>
24	<u>Consultation</u>
25	<u>Continuation Applicants</u>
26	<u>Statement of Work</u>
26	• Project Summary
27	• Victim Services
35	• Law Enforcement
36	• Prosecution
37	• Training
39	• Systems Improvement
40	• Goals & Objectives
41	• Goals and Objectives Examples
48	<u>Budget Information</u>
51	• Personnel
53	• Personnel Match
54	• Supplies & Operating
55	• Supplies & Operating Match
56	• Travel
58	• Travel Match
58	• Equipment
59	• Equipment Match
59	• Professional Services & Consultants
61	• Professional Services & Consultants Match
62	• Indirect Costs
63	• Indirect Costs Match
64	• Budget Total Request
65	• Current Funding
65	• Additional Project Funding
66	<u>Financial Management</u>
67	<u>Certification</u>
68	<u>Summary</u>
70	<u>Required Items to Mail to OVP</u>
71	<u>Applying for More Than One Project</u>
73	<u>Appendix</u>
73	• Funding Information (Board Philosophy & Organizational Requirements)
74	• Federal & State Allocation and Match Requirements, Purpose Areas, Priorities and Eligible Services
75	• Victims of Crime Act (VOCA Assistance)
83	• Violence Against Women Act (VAWA)
88	• Sexual Assault Services Program (SASP)

- State Victim Assistance & Law Enforcement (State VALE)

Read the *Announcement / Funding Opportunity* and ALL instructions carefully before completing the project 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 (CVSB) 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. Applicants should review this information to become familiar with the 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.

This year there is also a **targeted announcement** intended to fund a small number of training projects that will provide training on one or more of the identified training priorities, regionally or statewide. It is the expectation that funded projects will also make their training available via webinar or other means in order to effectively reach a large number of victim assistance providers and others who provide direct services to crime victims. Agencies may apply for reasonable training expenses, including, but not limited to, trainer time and effort, supplies and operating, and trainer and attendee travel costs. The cost of refreshments, meals and trinkets are not allowed and should not be included in the application budget. In addition, preference will be given to agencies whose projects do not include project income. For example, a conference or training that does not charge individuals to attend. For additional application information/materials, go to our website – <http://dcj.state.co.us/ovp>, click the *OVP Grant Programs* button and look for the link titled *Application Process for VOCA Discretionary Training Funding CY2017*.

Due to the Colorado Grant Management System (COGMS), an agency must submit more than one application if they are applying for separate and distinct projects. If you are a current grantee and receive multiple contracts 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.

All applicants will be required to provide information about “match funding” in the application. Each program has different match requirements and some programs do not require match. If an applicant receives CVS funds, OVP staff will determine if match is necessary and determine the required amount of match at the time of contracting. If your project is funded by Federal VOCA funds, you will have the option of requesting a waiver of a portion of the match that will be sent to the federal Office for Victims of Crime (OVC) for review and approval. We have been told it is unlikely that OVC will approve a waiver for the full amount of the required match. More information about match waivers and a sample match waiver letter are available on our website.

If you have a question while completing your application, please contact our office at (303) 239-5719 or toll free at (888) 282-1080.

For additional application information/materials, go to our website – <http://dcj.state.co.us/ovp>, click the *OVP Grant Programs* button and look for the two links titled *Application Process for CVS Funding CY2017-2018* and *Application Process for VOCA Discretionary Training Funding CY2017*.

Important Tips

The OVP offers the following advice to all potential applicants in order to help navigate the COGMS system and prepare successful grant applications:

Grant Writing Tips:


- Read the ***Announcement/Funding Opportunity*** in its entirety.
- Read the ***Instructions*** in their entirety before writing your project 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 application webinars (2/3/16, 2/8/16, 2/10/16 & 2/11/16) or listen to the recorded version available on our website - <http://dcj.ovp.state.co.us/>, under *OVP Grant Programs* & then the *Application Process for CVS Funding CY2017-2018* after 2/11/16.
- All information provided in the application should be based on a 12-month time period 1/1/17 - 12/31/17. If funded, you will be asked to submit an updated budget and goals and objectives for the second year of funding in the fall of 2017. The amount of the award will be the same for the second year of funding.
 - Make sure that your calculations in the budget narrative match the dollar amount requested.
 - Use only whole dollar amounts in your budget and be sure to have the financial officer on the project look over and verify your proposed budget.
 - 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.
 - The requested budget items must relate to the goals and objectives.

- Do not include costs that have been specifically identified as unallowable in the application instructions Appendix (starting on page 73).
- 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. Don’t forget to use the spell check button at the bottom of each screen. 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!

COGMS Tips:

- You must apply and submit your application on-line through the Colorado Grant Management System (COGMS). COGMS can be accessed at: <https://g3.state.co.us/grantium/frontOffice.jsf>.
- You will need to use Internet Explorer version 8 or 9 (nothing higher), Mozilla Firefox or Safari to access the COGMS system. The software can be downloaded at www.microsoft.com or www.mozilla.org.

IMPORTANT – If you are a current Crime Victim Services (CVS) grantee you already have an Applicant Profile. If your agency is applying for funding in COGMS for the first time you must email Kathy Holland at Kathryn.Holland@state.co.us or call (303)239-4395 to set up your Applicant Profile. Requests for Applicant Profiles must be submitted to Kathy Holland by February 23, 2016. You will receive an email from Kathy once your Applicant Profile has been validated. This validation process can take up to 5 days. You will not be able to start your project application until the validation process is completed.

- Use the button options at the bottom of each screen or the menu bar on the left side of the screen to navigate between sections of the application in COGMS. Don't use your browser's arrow buttons as doing so could kick you out of the system.
- Any application question with a " * " symbol indicates a required field. You cannot submit an application until all required fields are completed.
- Many of the questions in the application will have a  symbol. If you hover your mouse over the symbol, additional guidance/information will be displayed. This symbol is not an indication that something is wrong with your response.
- Each question with a text box has a character limit which is listed in the individual screen shots. It may be helpful to type the answer to the question in Word so that you can monitor the total word count. Then you can cut and paste the answer into the text box.
- COGMS generated emails will be sent to the registrant(s) listed in the user account. For existing grantees, OVP has set up the user accounts with the current project director listed as the registrant. This means the project director will receive the COGMS generated emails. Generally, new applications should assign the project director as the registrant on the user account. If you would like to add additional registrants (e.g. financial officer, signature authority, etc.), please contact OVP for instructions on how to do this. Keep in mind that registrants listed in the user account will receive ALL COGMS generated emails. If an applicant is successful in receiving funding, all registrants will then receive emails informing them of when quarterly narrative and financial reports are due and other notices. Because this can be a significant number of emails, and because registrant information will have to be updated whenever there is staff turnover, it is recommended that you limit the number of registrants associated with the user account.

- If you have updated any information in your COGMS Applicant Profile your profile will likely need to be re-validated. Please email Kathy Holland at Kathryn.Holland@state.co.us or call (303)239-4395.
- If you experience problems or have questions about how to use the COGMS system, call the OVP staff at (303) 239-5719.
- The COGMS system will not accept applications after 11:59 p.m. on Tuesday, March 1, 2016.

TIP: Once you are logged into COGMS you will “time out” after 15 minutes of inactivity. The following actions will reset the timer.

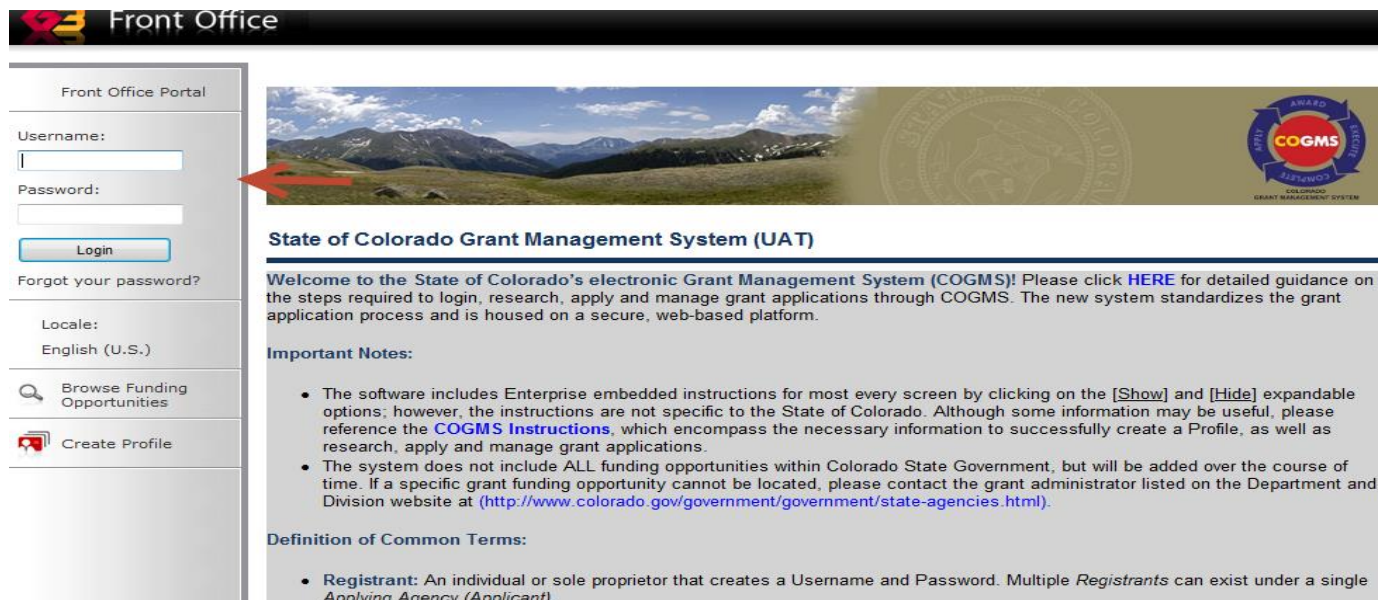
- Clicking Save, Save & Next, or Save & Back
- Navigating from one screen to another (don’t use this option if you need to save changes or new information)

HOW TO APPLY FOR CVS FUNDS

All agencies must have a state-validated Applicant Profile to apply for grant funds through the Colorado Grant Management System (COGMS). Agencies that have used COGMS to apply for Crime Victim Services funds (CVS), Justice Assistance Grant funds (JAG), or Juvenile Diversion funds from the Division of Criminal Justice (DCJ) have a state-validated Applicant Profile in the COGMS. Agencies with a state-validated Applicant Profile should have received a user name and password when their applicant profile was set up and validated by DCJ. This user name and password will get you into the COGMS so that you can register for the CVS funding opportunity (Announcement) and create your project (start your application). If you are unable to locate this information, please call us at (303) 239-5719 or 1-888-282-1080.

NEW APPLICANTS (AGENCIES THAT HAVE NEVER APPLIED FOR CVS, JAG OR JUVENILE DIVERSION GRANT FUNDS IN COGMS): An Applicant Profile must be completed before you can create a project (start an application) in COGMS. To set up your Applicant Profile, please contact Kathy Holland at (303) 239-4395 or Kathryn.Holland@state.co.us. New Applicant Profiles must be request by **February 23, 2016**. You will not be able to start your application until the applicant profile has been validated. **PLAN AHEAD!**

1. Go to the COGMS website: <https://g3.state.co.us/grantium/frontOffice.jsf>. It is recommended that you bookmark this website. Do not use Google Chrome or Internet Explorer 10 or 11 as your web browser; use only Internet Explorer 8 or 9 or Mozilla Firefox.
2. Log into the system using the username and password provided to you by the Office for Victims Programs (OVP). The login fields are on the left side of the screen.



Front Office

Front Office Portal


Username:


Password:

Login

Forgot your password?

Locale:
English (U.S.)

 Browse Funding Opportunities

 Create Profile

State of Colorado Grant Management System (UAT)

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

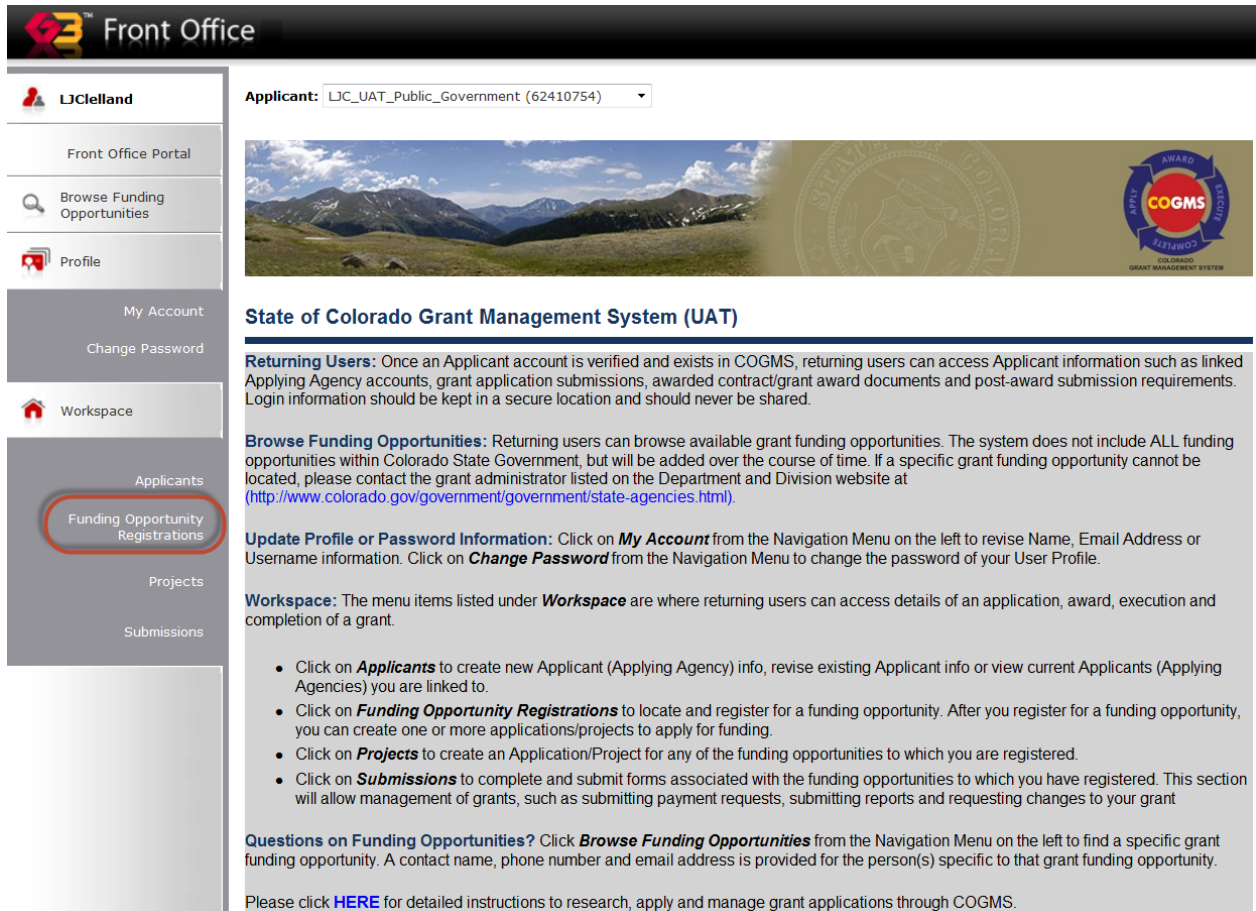
Important Notes:

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact the grant administrator listed on the Department and Division website at (<http://www.colorado.gov/government/government/state-agencies.html>).

Definition of Common Terms:

- **Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).

- Click the Funding Opportunity Registrations link on the left menu bar.



Front Office

Applicant: LJC_UAT_Public_Government (62410754)

State of Colorado Grant Management System (UAT)

Returning Users: Once an Applicant account is verified and exists in COGMS, returning users can access Applicant information such as linked Applying Agency accounts, grant application submissions, awarded contract/grant award documents and post-award submission requirements. Login information should be kept in a secure location and should never be shared.

Browse Funding Opportunities: Returning users can browse available grant funding opportunities. The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact the grant administrator listed on the Department and Division website at (<http://www.colorado.gov/government/government/state-agencies.html>).


Update Profile or Password Information: Click on **My Account** from the Navigation Menu on the left to revise Name, Email Address or Username information. Click on **Change Password** from the Navigation Menu to change the password of your User Profile.

Workspace: The menu items listed under **Workspace** are where returning users can access details of an application, award, execution and completion of a grant.

- Click on **Applicants** to create new Applicant (Applying Agency) info, revise existing Applicant info or view current Applicants (Applying Agencies) you are linked to.
- Click on **Funding Opportunity Registrations** to locate and register for a funding opportunity. After you register for a funding opportunity, you can create one or more applications/projects to apply for funding.
- Click on **Projects** to create an Application/Project for any of the funding opportunities to which you are registered.
- Click on **Submissions** to complete and submit forms associated with the funding opportunities to which you have registered. This section will allow management of grants, such as submitting payment requests, submitting reports and requesting changes to your grant

Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Please click [HERE](#) for detailed instructions to research, apply and manage grant applications through COGMS.

- Find the Funding Opportunity titled *Crime Victim Services Grant Program 2016* and click on the  symbol to the left of the title to view the Funding Opportunity (Announcement). Please note that you will find the detailed version of both the CVS Announcement and the VOCA Discretionary Training Funds Announcement on our website.

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Funding Opportunity Registrations

		All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V			
Register	View	Funding Opportunity Name																							Applicants Registered	Start Date	End Date
<div><div></div></div>	<div><div></div></div>	CATPA Grant Program 2015																							0	Dec 31, 2010	Dec 31, 2020
<div><div></div></div>	<div><div></div></div>	CBIP Education Grant Program																							0	Dec 31, 2010	Dec 31, 2020
<div><div></div></div>	<div><div></div></div>	CBI Research Program 2014																							0	Jun 30, 2010	Dec 31, 2020
<div><div></div></div>	<div><div></div></div>	Colorado Justice Assistance Grant 2013																							0	Dec 31, 2010	Dec 31, 2020
<div><div></div></div>	<div><div></div></div>	Colorado Justice Assistance Grant 2015																							0	Nov 25, 2014	Dec 31, 2025
<div><div></div></div>	<div><div></div></div>	Colorado Justice Assistance Grant 2016																							0	Nov 25, 2014	Sep 30, 2018
<div><div></div></div>	<div><div></div></div>	Coverdell Forensic Science Improvement Grant 2015																							1	Nov 1, 2014	Dec 31, 2025
<div><div></div></div>	<div><div></div></div>	Coverdell Forensic Science Improvement Grant 2016																							0	Nov 1, 2014	Dec 31, 2025
<div><div></div></div>	<div><div></div></div>	Crime Victims Services Grant Program 2016																							0	Dec 31, 2010	Jan 1, 2021

5. After reading the Funding Opportunity (Announcement), click Back to Funding Opportunity Registrations on the left menu bar. DO NOT CLICK “APPLY NOW” AT THE BOTTOM OF THE ANNOUNCEMENT.

Announcement

ANNOUNCEMENT OF AVAILABLE FUNDS

Crime Victim Services Funds (CVS)

- Victims of Crime Act Fund (VOCA)
- Violence Against Women Act Fund (VAWA)
- Sexual Assault Services Program (SASP) and
- State Victim Assistance and Law Enforcement Program (State VALE)

January 1, 2017 – December 31, 2018

OFFERED THROUGH THE COLORADO DIVISION OF CRIMINAL JUSTICE
(OFFICE FOR VICTIMS PROGRAMS - OVP)

APPLICATION DEADLINE: TUESDAY, MARCH 1, 2016, 11:59 p.m.

Technical Support Ends at 5pm

TARGETED ANNOUNCEMENT OF AVAILABLE FUNDS


Victims of Crime Act (VOCA) Discretionary Training Funds



















January 1, 2017 – June 30, 2018

OFFERED THROUGH THE COLORADO DIVISION OF CRIMINAL JUSTICE
(OFFICE FOR VICTIMS PROGRAMS - OVP)

APPLICATION DEADLINE: TUESDAY, MARCH 1, 2016, 11:59 p.m.

Technical Support Ends at 5pm

6. Click on the  symbol to the left of the *Crime Victim Services Grant Program 2016* Funding Opportunity (Announcement) to register for the funding opportunity.

Front Office Portal		Funding Opportunity Registrations												
Browse Funding Opportunities		All A B C D E F G H I J K L M N O P Q R S T U V												
Profile		Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date							
My Account				CATPA Grant Program 2015	0	Dec 31, 2010	Dec 31, 2020							
Change Password				CBIP Education Grant Program	0	Dec 31, 2010	Dec 31, 2020							
Workspace				CBI Research Program 2014	0	Jun 30, 2010	Dec 31, 2020							
Applicants				Colorado Justice Assistance Grant 2013	0	Dec 31, 2010	Dec 31, 2020							
Funding Opportunity Registrations				Colorado Justice Assistance Grant 2015	0	Nov 25, 2014	Dec 31, 2025							
Projects				Colorado Justice Assistance Grant 2016	0	Nov 25, 2014	Sep 30, 2018							
				Coverdell Forensic Science Improvement Grant 2015	1	Nov 1, 2014	Dec 31, 2025							
				Coverdell Forensic Science Improvement Grant 2016	0	Nov 1, 2014	Dec 31, 2025							
				Crime Victims Services Grant Program 2016	0	Dec 31, 2010	Jan 1, 2021							

7. When asked if you are sure you want to register your agency for the Funding Opportunity, click “yes”.

JiLN Front Office Portal Browse Funding Opportunities Profile My Account Change Password Workspace Applicants Funding Opportunity Registrations	Applicant: <input type="text" value="LJC_DCJ_2 (80193702)"/> <div> Funding Opportunity Details Funding Opportunity Name: Crime Victims Services Grant Program 2016 Start Date: Dec 31, 2010 End Date: Jan 2, 2021 </div> <div> Funding Opportunity Registration Are you sure you wish to register LJC_DCJ_2 (80193702)? <div> <input type="button" value="Yes"/> <input type="button" value="Cancel"/> </div> </div>
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8. Click the “back” button at the bottom of the screen.

JiLN Front Office Portal Browse Funding Opportunities Profile My Account Change Password Workspace Applicants	Applicant: <input type="text" value="LJC_DCJ_2 (80193702)"/> <div> Funding Opportunity Details Funding Opportunity Name: Crime Victims Services Grant Program 2016 Start Date: Dec 31, 2010 End Date: Jan 2, 2021 </div> <div> Funding Opportunity Registration LJC_DCJ_2 (80193702) has been registered. <div> <input type="button" value="Back"/> </div> </div>
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9. Click the Projects link on the left menu bar.

Front Office Portal		Funding Opportunity Registrations					
Browse Funding Opportunities		All A B C D E F G H I J K L M N O P Q R S T U V					
Profile		Register	View	Funding Opportunity Name ↑	Applicants Registered	Start Date	End Date
My Account				CATPA Grant Program 2015	0	Dec 31, 2010	Dec 31, 2020
Change Password				CBIP Education Grant Program	0	Dec 31, 2010	Dec 31, 2020
Workspace				CBI Research Program 2014	0	Jun 30, 2010	Dec 31, 2020
Applicants				Colorado Justice Assistance Grant 2013	0	Dec 31, 2010	Dec 31, 2020
Funding Opportunity Registrations				Colorado Justice Assistance Grant 2015	0	Nov 25, 2014	Dec 31, 2025
Projects				Colorado Justice Assistance Grant 2016	0	Nov 25, 2014	Sep 30, 2018
				Coverdell Forensic Science Improvement Grant 2015	1	Nov 1, 2014	Dec 31, 2025
				Coverdell Forensic Science Improvement Grant 2016	0	Nov 1, 2014	Dec 31, 2025
				Crime Victims Services Grant Program 2016	0	Dec 31, 2010	Jan 1, 2021

10. In the Funding Opportunity Name box, choose *Crime Victim Services Grant Program 2016* from the drop down menu.

JHIN Front Office Portal Browse Funding Opportunities Profile My Account Change Password Workspace Applicants	Applicant: <input type="text" value="LIC_DCJ_2 (80193702)"/>									
	Project Status: <input type="text" value="Open Projects"/>									
	Funding Opportunity Name: <input type="text" value="Crime Victims Services Grant Program 2016"/>									
	Projects All A B C D E F G H I J K L M N O P Q R S T U V W									
	<table> <tr> <th>Project Name ↑</th> <th>Project Number</th> <th>Funding Opportunity Name</th> <th>Applicant Name</th> <th>Applicant Number</th> </tr> <tr> <td colspan="5">This list contains no items</td> </tr> </table>	Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	This list contains no items			
Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number						
This list contains no items										

11. Now the add icon will appear . Click the add icon to add a project.

JHIN Front Office Portal Browse Funding Opportunities Profile My Account Change Password Workspace Applicants	Applicant: <input type="text" value="LIC_DCJ_2 (80193702)"/>									
	Project Status: <input type="text" value="Open Projects"/>									
	Funding Opportunity Name: <input type="text" value="Crime Victims Services Grant Program 2016"/>									
	Projects All A B C D E F G H I J K L M N O P Q R S T U V W									
	<table> <tr> <th>Project Name ↑</th> <th>Project Number</th> <th>Funding Opportunity Name</th> <th>Applicant Name</th> <th>Applicant Number</th> </tr> <tr> <td colspan="5">This list contains no items</td> </tr> </table>	Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	This list contains no items			
Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number						
This list contains no items										

12. Enter a name for your project in the Applicant Project Name box. Keep the name of your project brief (e.g. Shelter Services for Domestic Violence Victims). Click “Save & Back” once you have entered your project name.

Create a Project

Funding Opportunity Name: Crime Victims Services Grant Program 2016

*** Applicant:** LJC_DCJ_2 (80193702)

*** Applicant Project Name:**

Save Save & Add Another

Save & Back Cancel

13. Click the “Submissions” link on the left menu bar.


Applicant: LJC_DCJ_2 (80193702)

Project Status: Open Projects

Funding Opportunity Name: Crime Victims Services Grant Program 2016

Projects

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number
Shelter Services for Domestic Violence Victims	2016-VU-16-003865	Crime Victims Services Grant Program 2016	LJC_DCJ_2	80193702

14. Click on the File Folder icon  to the left of the project name you created to open and complete the application e.form.

JILLIN

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects


Submissions

Applicant: **UIC_DCI_2 (80193702)**

[Hide Filters] [Clear Filters]

Submissions Filters

Applicant Project Name: Shelter Services for Domestic Violence Victims

Date Submitted: On  23


Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Submissions


Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version
 Shelter Services for Domestic Violence Victims 2016-VU-16-003865	Crime Victims Services Grant Program Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1

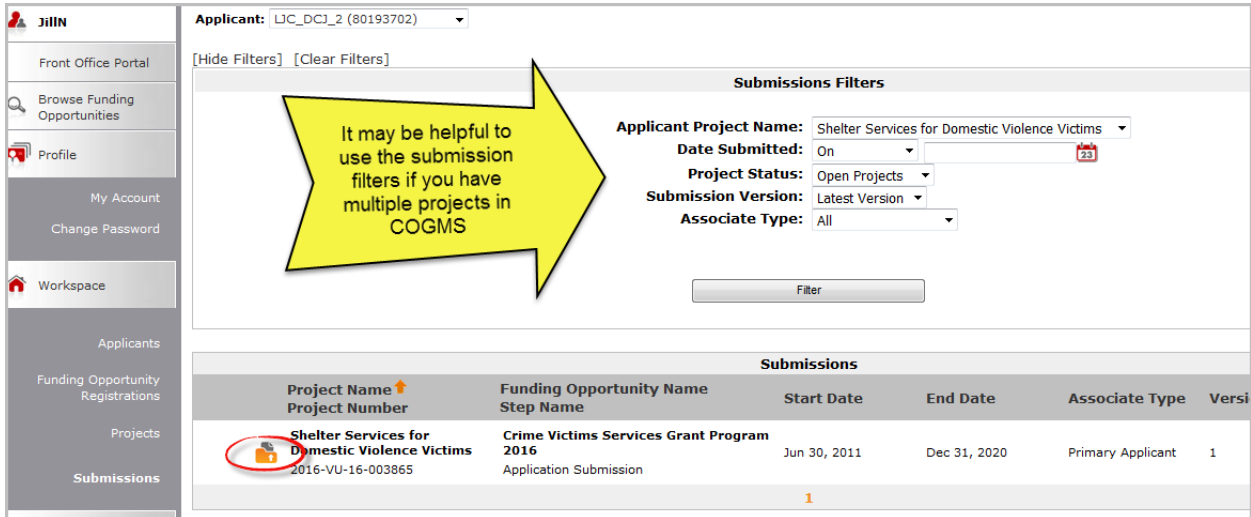
1

It may be helpful to use the submission filters if you have multiple projects in COGMS

RETURNING TO AN APPLICATION THAT IS IN PROGRESS

Chances are you will leave and return to your project application more than once. To return to your application, sign into COGMS and click on “**Submissions**” on the left side of the screen. Your project(s) should appear. If your agency has more than one project, you may want to use the filter options at the top of the screen to locate the project application you are trying to find. Click on

the  icon next to the project. Once the application is open, use the menu bar to the left to navigate through the various sections of the application.



Applicant: LJC_DCJ_2 (80193702)

[Hide Filters] [Clear Filters]

Submissions Filters


Applicant Project Name: Shelter Services for Domestic Violence Victims

Date Submitted: On 23

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version
 Shelter Services for Domestic Violence Victims 2016-VU-16-003865	Crime Victims Services Grant Program Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1

APPLICANT INFORMATION

PROJECT INFORMATION

Most of the fields in this section will be pre-populated based on the information in your Applicant Profile and Contact Information. If you feel that any of the information is incorrect, please contact OVP immediately at (303) 239-5719.

Applicant Information

Crime Victims Services Grant Program 2016

Project Information

Project Title: Shelter Services for Domestic Violence Victims

Project Number: 2016-VU-16-003865-02

*** Project Director:** John Doe

Executive Director:

*** Type of Funding for this Project:** New

*** Requested Amount(\$):** \$73,361

Project Duration:

*** From:** 01/01/2017

*** To:** 12/31/2017

Applicant Details

Applicant Agency Name: LJC_DCJ_2

Applicant Legal Name: LJC_DCJ_2

DUNS(+4) Number: 123456789

*** SAM Expiration Date:** 01/23/2016

Tax Identification #: 1345678916

Entity Type: Public / Government

Entity Sub-Type: County

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

PROJECT TITLE: This field is pre-populated.

PROJECT NUMBER: The COGMS will automatically generate this number.

PROJECT DIRECTOR: This field will pre-populate from the contracts list in the application. 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.

EXECUTIVE DIRECTOR: This is an optional field that is pre-populated from the contacts list in this application and only applies to non-profit organizations.

TYPE OF FUNDING FOR THIS PROJECT: Choose **NEW** or **CONTINUATION** from the drop-down window options. It is vitally important that this selection be correct as it will determine which questions appear later in the application.

Choose **NEW** if this project did not receive Crime Victims Services (CVS) funds (VOCA, VAWA, SASP, or State VALE) in 2015-2016. **You will also choose NEW if the only grant you receive from CVS is one time VOCA funds.** By choosing NEW, a “Current Funding” question will appear later in the application. The question will ask you to explain how the project is currently funded.

If your agency is currently receiving CVS funds and you are considering applying for a new project/component, please contact our office to speak with a grant manager to determine if you are required to submit more than one application.

Choose **CONTINUATION** if this project received CVS funds in 2015-2016. By choosing CONTINUATION a “Continuation Applicants” page will appear later in the application to answer two questions: “Project Changes” and “Continuation Quality Assurance Plan Progress”.

REQUESTED AMOUNT (\$): This field is pre-populated from the budget total request page and does not include match. It will pre-populate after your budget information has been entered.

PROJECT DURATION: Because grants for CVS funds are written as two separate one-year time periods/contracts, the project period is January 1, 2017 to December 31, 2017. If you anticipate an abbreviated project period (such as 6 months) you can adjust the end date accordingly.

APPLICANT DETAILS

APPLICANT AGENCY NAME: This field is pre-populated.

APPLICANT LEGAL NAME: This field is pre-populated.

DUNS NUMBER: This field is pre-populated.

A DUNS (Data Universal Numbering System) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. 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 (grantee). You should check to see if your agency already has a DUNS number. If not, your agency 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.

SAM EXPIRATION DATE: This field is pre-populated.

In addition to the DUNS number requirement, 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>.

TAX IDENTIFICATION NUMBER: This field is pre-populated.

ENTITY TYPE: This field is pre-populated.

ENTITY SUB-TYPE: This field is pre-populated.

Click on the “Save & Next” Button

CONTACT INFORMATION

If you are currently receiving CVS funds, your Primary Contact information was entered for you when OVP staff set up your Applicant Profile. In addition to a Primary Contact you must have a minimum of four contacts for this application, the Executive Director, Project Director, Financial Officer and Signature Authority (formerly called the Authorized Official) to submit your application. The Executive Director only applies to non-profit agencies.

PROJECT DIRECTOR: This must be an individual other than the Signature Authority or Financial Officer and must be from the applicant agency. Enter the name, title, agency, mailing address, telephone number, fax number, and e-mail address, if applicable, of the Project Director. 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.

FINANCIAL OFFICER: This must be an individual other than the Project Director or Signature Authority. Enter the name, title, agency, mailing address, telephone number, fax number, and e-mail address, if applicable, of the Financial Officer. 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.

SIGNATURE AUTHORITY (Authorized Official): This must be an individual other than the Project Director or Financial Officer. Enter the name, title, agency, mailing address, telephone number, fax number, and e-mail address, if applicable, of the Signature Authority. 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.

EXECUTIVE DIRECTOR: This is the person who is hired by the Board of Directors of a non-profit agency and has overall staff responsibility for the agency.

Applicant Name:
LIC DCJ 2

Applicant Number:
80193702

Project Name:
Shelter Services for Domestic Violence Victims

Project Number:
2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Contact Information

Project Contact Information has been pre-populated with the Contact Information from your Applicant Profile.




Please review and update as necessary the information below to reflect the Project Officials that will be responsible for this **Project**. Only include one of each of the following: Project Director, Financial Officer, and Signature Authority. Complete Executive Director field only if you are a nonprofit agency. Primary Contact should be included only if this role is someone other than the required project officials already listed.

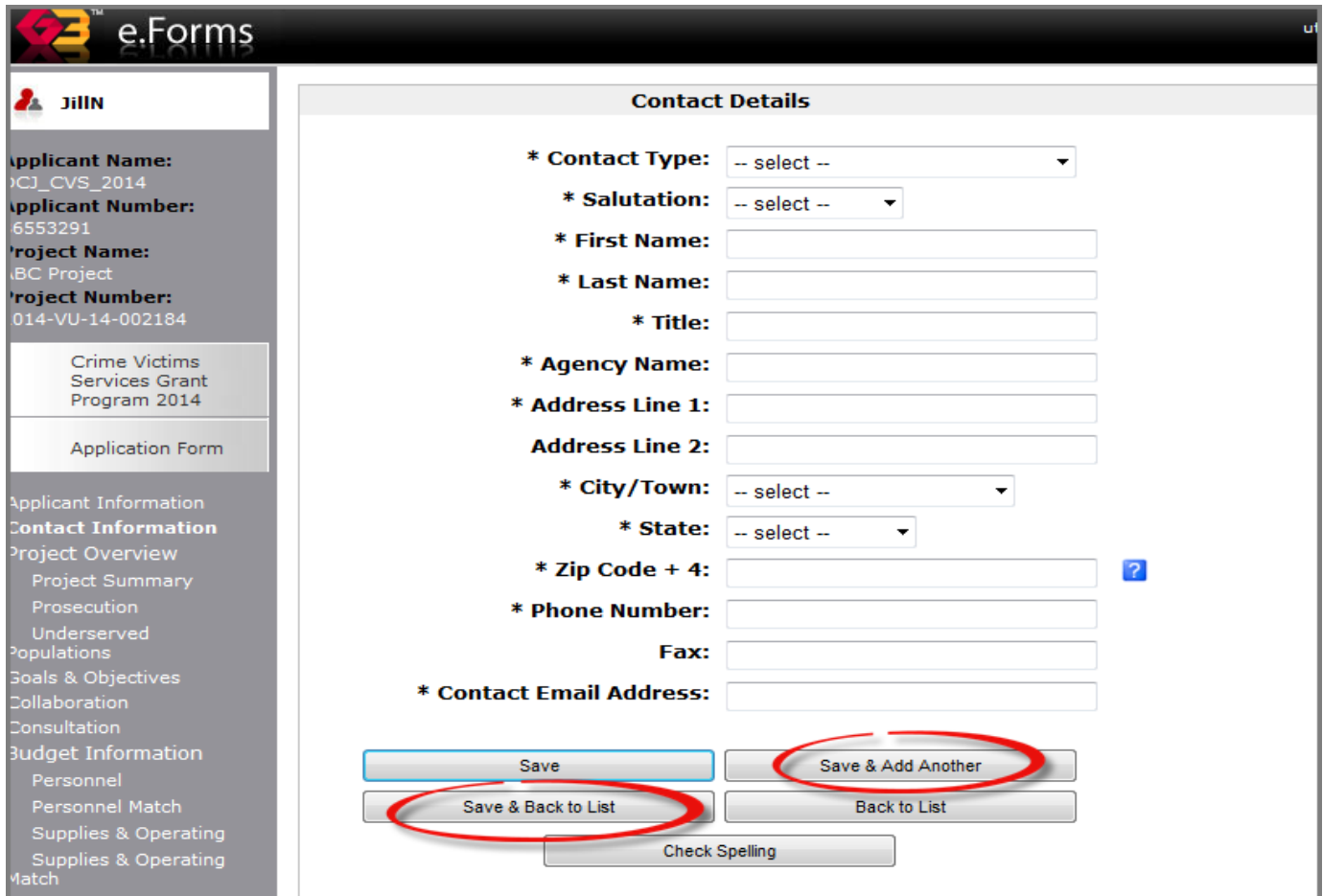
Note: COGMS auto-generated email notifications are not linked to this contact list. Auto-generated email notifications are only sent to Registrants linked to the Applicant Profile. Please see instructions for additional information.

View	Contact Type	First Name	Last Name	Phone	Email
	Primary Contact	Jane	Doe	303-239-4550	A@a.com
	Project Director	John	Doe	303-239-4550	John@here.com
	Signature Authority	Apple	Annie	303-239-4550	desserts@here.com
	Financial Officer	Indigo	Sky	303-239-4500	indigo@here.com

1

Back
Next

Click on  to add the required contacts. Click on the  to view and/or edit the contact information. Click on the  button to delete a contact.



eForms

Contact Details

* **Contact Type:** -- select --

* **Salutation:** -- select --

* **First Name:**

* **Last Name:**

* **Title:**

* **Agency Name:**

* **Address Line 1:**

Address Line 2:

* **City/Town:** -- select --

* **State:** -- select --

* **Zip Code + 4:**

* **Phone Number:**

Fax:

* **Contact Email Address:**

Buttons:

- Save
- Save & Add Another
- Save & Back to List
- Back to List
- Check Spelling

CONTACT DETAILS

CONTACT TYPE: Choose Project Director, Financial Officer, Signature Authority, Executive Director or Primary Contact from the drop-down window for contact options. The Primary Contact should pre-populate from your applicant profile.

SALUTATION: Choose from the drop-down window options.

FIRST NAME: Self-explanatory.

LAST NAME: Self-explanatory.

TITLE: Self-explanatory.

AGENCY NAME: Self-explanatory.

ADDRESS LINE 1: Self-explanatory.

ADDRESS LINE 2 (if applicable): Self-explanatory.

CITY/TOWN: Choose from the drop-down window options. If your City or Town is not listed, choose other and specify location in the text area provided.

STATE: Choose from the drop-down window options.

ZIP CODE +4: Please note – you must include the +4 digits. (<http://www.usps.com/>)

PHONE NUMBER: format should be 111-222-3333

FAX: format should be 111-222-3333

CONTACT EMAIL ADDRESS: Self-explanatory.

Once you have added all of your contacts, click on the "Save & Back to List" button to return to the Contact Information screen. Then click "Next" to proceed.

CAPACITY AND PROJECT FACTORS

eForms Logout

JIIN

Applicant Name: UC_DCI_2
Applicant Number: 80193702
Project Name: Shelter Services for Domestic Violence Victims
Project Number: 2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Applicant Information
 Contact Information
Capacity/Factors
 Service Area
 Underserved Populations
 Collaboration
 Continuation Applicants
 Statement of Work
 Project Summary
 Goals & Objectives
 Budget Information
 Personnel
 Supplies & Operating
 Travel
 Equipment
 Professional Services & Consultants
 Indirect Costs
 Budget Total Request
 Financial Management
 Questions
 Certification
 Summary

View Applicant Profile
 Export to PDF
 Get PDF Viewer
 Back to Submissions List

Capacity and Project Factors

*** Type of Project:**

Available Items:

- Child Advocacy Center
- Court Appointed Special Advocate (CASA)
- Courts
- Domestic Violence / Sexual Assault Investigator / Officer
- Domestic Violence / Sexual Assault Investigator / Prosecutor
- Domestic Violence Fast Track Project

Add All Add Remove Remove All

Selected Items:

- Domestic Violence

*** Is your Agency a culturally specific community-based agency?:** No

*** Agency Description:**
 Briefly describe the purpose of your agency. See instructions for further information.
 Maximum length 1000 characters

*** Agency Qualification:**
 Describe your agency's experience with similar projects and experience the agency has in managing federal/state funds. See instructions for further information.
 Maximum length 1000 characters

*** Prior CVS Funding for this project:** Yes

Amount Awarded	Grant Number	Project Title	Grant Period

*** Problem Statement:**
 Describe the problem the proposed project intends to address. Local and/or state data should be used to describe the nature of the problem in your community. See instructions for further information.
 Maximum length 5000 characters

Save Save & Back **Save & Next**
 Back Next
 Check Spelling

Note: This formlet contains mandatory fields for which no value has been saved.

TYPE OF PROJECT: Choose all that apply from the list provided.

IS YOUR AGENCY A CULTURALLY SPECIFIC COMMUNITY-BASED AGENCY? Choose YES or NO from the drop-down window options. 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 counties.

AGENCY DESCRIPTION: Briefly describe the purpose of the agency, the mission statement, the year of establishment, the types of clients currently being served, and the total number of clients your agency served in 2015.

AGENCY QUALIFICATION: Describe your agency's experience with similar projects and experience the agency has in managing federal/state funds, your agency's area of expertise in regard to the proposed activities, and your agency's organizational capability to manage the grant.

PRIOR CVS FUNDING: Select YES or NO from the drop down window. If your agency received CVS funds for CY2016, select YES and complete the table that appears listing the grant year, the amount awarded, the grant number, and the project title. Do not list any VOCA one-time award you may have received.

PROBLEM STATEMENT: Provide a statement of need for the proposed activities in your community. Please 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.

Click on the "Save & Next" Button

TARGET SERVICE AREA FOR PROJECT

STATEWIDE: Choose YES or NO from the drop-down window options. If you choose YES, proceed to the Underserved Populations questions. If you choose NO, a new screen will appear and you will need to complete the following fields: US Congressional District, Judicial District, State Senate District, State House District, Counties and Cities **where services will be delivered**. This may include more areas than where the applicant agency is located. Select all that apply in the boxes on the left. Use the arrows that are located between the boxes to move your selections over to the boxes on the right side. This information may be obtained by entering the zip code for your physical location at <http://votesmart.org/>.

Click on the "Save & Next" Button

UNDERSERVED POPULATIONS

Applicant Name:
LIC_DCJ_2

Applicant Number:
80193702

Project Name:
Shelter Services for Domestic Violence Victims

Project Number:
2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Applicant Information
Contact Information
Capacity/Factors
Service Area
Underserved Populations
Collaboration
Continuation Applicants
Statement of Work
Project Summary
Goals & Objectives
Budget Information
Personnel
Supplies & Operating
Travel
Equipment
Professional Services & Consultants
Indirect Costs
Budget Total Request
Financial Management
Questions
Certification
Summary

Underserved Populations

*** A. Describe the underserved population(s) in the community you serve (e.g. race/ethnicity of victims served, LGBTQ, deaf, etc.).**

*** B. How did you determine the underserved population(s)? Cite your source(s).**

*** C. Is any portion of your project specifically designed to serve underserved populations?** Yes

If you select "Yes" in "C" above:

*** C1. Which underserved population(s)?**
Specify if serving racial and ethnic minority victims.

*** C2. Is the primary focus of your agency to serve the underserved population(s) you have identified?**

Save Save & Back **Save & Next**
Back Next
Check Spelling

Questions C1 & C2 will only become visible when YES is selected as your response here.

- A. Description of the Underserved Population:** 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.
- B. Determining the Underserved Population(s):** Good sources of information for determining underserved populations include local census data and school district demographic data.
- C. Is Any Portion of Your Project Specifically Designed to Serve Underserved Populations:** Select YES or NO from the drop down window. Select YES if any part of your project was designed to serve a specific underserved population. An example would be a project that was designed to provide services to immigrant victims of crime. Select NO if your project was not designed specifically to work with underserved populations, even if you sometimes work with underserved crime victims.

Questions C1 – C2 will become visible if YES is selected for question C. In question C2 indicate if the primary focus of your **agency** (not your project) is to work with the identified underserved population(s).

Click on the "Save & Next" Button

COLLABORATION

JIIN

Applicant Name:
LIC_DCI_2

Applicant Number:
80193702

Project Name:
Shelter Services for Domestic Violence Victims

Project Number:
2016-VU-16-003865



Crime Victims Services Grant Program 2016

Application Form

Applicant Information
Contact Information
Capacity/Factors
Service Area
Underserved Populations
Collaboration

Collaboration

List the three agencies with which your project staff will be coordinating with most frequently. If you have active MOU's relevant to this request, list the agency and a brief description of the terms of the MOU.


 

All | A | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T

View	Agency Name	MOU	Contact
This list contains no items			

Back Next

List the three agencies with which your project staff will be coordinating with most frequently. Click on

the  icon in the upper left corner to begin adding agencies to the list. Select YES or NO from the drop down window in response to whether an MOU is in place. Complete the contact name, title, phone number, and e-mail address fields that will become visible. Also, provide a brief description of the terms of the MOU in the space provided. Click on "Save & Add Another" to add the two additional agencies. Once you have added the third agency click on "Save & Back to List."

CONSULTATION

JIIN

Applicant Name: UC_DCI_2
Applicant Number: 80193702
Project Name: Shelter Services for Domestic Violence Victims
Project Number: 2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Applicant Information
 Contact Information
 Capacity/Factors
 Service Area
 Underserved Populations
 Collaboration
Consultation
 Continuation Applicants

Consultation


Prosecution, law enforcement, courts and victim services projects within these types of agencies must consult with nonprofit victim services agencies in developing their grant applications to ensure that the proposed activities are designed to promote safety, confidentiality, and economic independence of victims. Indicate below which nonprofit victim services agencies were consulted in developing this application. Nonprofits should type N/A.


All | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** | **M** | **N** | **O** | **P** | **Q** | **R** | **S** | **T** | **U** | **V** | **W**

View	Non-Profit Agency	Contact	Phone
This list contains no items			

[Back](#) [Next](#)

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. Click on the  icon in the upper left corner to begin adding agencies to the list. Complete the name of the nonprofit agency, contact name, title, phone number, and e-mail address fields. Also, provide a description of the consultation process. Click on “Save & Add Another” or the “Save & Back to List.”

Although this question does not apply to non-profit agencies, due to COGMS limitations, data will need to be entered in order to submit your application. Non-profit agencies should also click on the  icon in the upper left corner to begin adding an entry to the list. Type “N/A” in each box (name of the nonprofit agency, contact name, title, and description of the consultation process). The phone number and e-mail address must comply with COGMS formatting rules. For example, the phone number could be entered as (111-111-1111) and the email address entered as user@name.domain. Click on “Save & Back to List.”

Click on the “Next” Button

CONTINUATION APPLICANTS

This section is to be completed by continuation project applicants only. If your agency currently receives CVS funds and you are applying for funds for the same project and this screen does not appear, click on “Applicant Information” on the Menu Bar on the left side of screen. Select Continuation from the drop down window in response to the Type of Funding for this Project question.

PROJECT CHANGES: Describe any significant project changes (programmatic or budgetary) in this application from the previously funded project (2015/2016 grant years). Clearly describe the **reasons** for the differences between this request for funding and your most recent/current grant award (i.e.: loss of funding, serving more victims, new functions, new service delivery area, etc.). Be sure to explain and justify any increased costs 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.

CONTINUATION QUALITY ASSURANCE PLAN PROGRESS: This question is asking you to report on the progress you made in meeting the goals and objectives of your 2015 grant. Summarize the extent to which each of the project's goals and/or objectives were met for the grant period that just ended. If a specific objective was not achieved, or only partially achieved, provide an explanation. You may wish to include information about unintended results, lessons learned, and challenges overcome.

Click on the “Save & Next” Button

STATEMENT OF WORK

PROJECT SUMMARY

Project Summary

*** Project Summary:**
Include a brief description of your project. Include target population, estimated number to be served annually and services to be provided. See instructions for further information.
Maximum length 1,000 characters

*** Project Description:**
Describe in a clear and succinct way the project, staff and services you plan to provide with these grant funds. See instructions for further information.
Maximum length 6,500 characters

*** Purpose Area:**
Check only those project purpose areas that describe the type of activities and services for which you are requesting funds. See instructions for further information.

☐ Courts
☐ Law Enforcement
☐ Prosecution
☐ Systems Improvements
☐ Training
☐ Victims Services

* Does your agency assist victims with applying for victim compensation? -- select --
 * Does your agency use volunteers? -- select --

Save Save & Back **Save & Next**
 Back Next
 Check Spelling

IMPORTANT!
Please read the Instructions & Appendix closely before selecting a purpose area. Your selection here will determine which additional application sections will open for you to answer.

Note: This formlet contains mandatory fields for which no value has been saved.

PROJECT SUMMARY: Provide a brief description of your proposed project which will be used to notify the Governor's Office of all CVS awards and for federal grant reporting purposes. Include target population, estimated number of clients to be served annually and services to be provided.

PROJECT DESCRIPTION: This is your opportunity to explain in a clear and succinct way the project, staff and the specific services you are planning on providing with these 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 many cases, the project is not the entire victim assistance program for your agency. For example, grant dollars may support a particular component of your program, i.e. children's counselor, hotline crisis calls, shelter, etc. See the information in the Appendix (beginning on page 73) for the specific types of services that are eligible and allowable costs.

PURPOSE AREA: Select **ONLY** those Project Purpose Areas that describe the type of activities and services for which **you are requesting funds**. These are the federal/state purpose areas for these grant funds. Your proposed project must address at least one of these purpose areas. Please read the information in the Appendix (beginning on page 73) carefully before responding to this question.

VICTIM COMPENSATION: Choose YES or NO from the drop-down window options. Assistance includes everything from providing an application along with a referral to the victim compensation program in your judicial district to helping victims gather the necessary supporting documents for the application.

VOLUNTEERS: Choose YES or NO from the drop-down window options. Indicate YES if your agency uses volunteers, even if the volunteers are not used as match for this grant.

Click on the "Save & Next" Button

VICTIM SERVICES

If this screen is visible and you are NOT requesting funds to provide direct victim services, please click on "Project Summary" in the menu bar on the left side of the screen and change your project Purpose Area to the correct one. Be sure to click "Save & Next" at the bottom of the "Project Summary" screen once you have changed your Purpose Area.

Unduplicated Victim Count: For the purposes of the application, estimate the number of primary and secondary victims to be served by the grant funded project during the first year of the grant period (1/1/17-12/31/17). Count each victim only once by the primary type of crime. Provide only the number of victims who will receive services from the requested CVS grant funded personnel.

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.

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.

Victims Services	
* Victims Services Type of Crime: Provide only the number of victims who will receive services from Crime Victims Services (CVS) grant funded personnel during the 12-month period. See instructions for further information.	
Type of Crimes	Est. # of Victims
Adult Physical Assault	<input type="text"/>
Adult Sexual Assault	<input type="text"/>
Adults Sexually Abused/Assaulted as Children	<input type="text"/>
Arson	<input type="text"/>
Bullying (Verbal, Cyber or Physical)	<input type="text"/>
Burglary	<input type="text"/>
Child Physical Abuse or Neglect	<input type="text"/>
Child Pornography	<input type="text"/>
Child Sexual Abuse/Assault	<input type="text"/>
Domestic and/or Family Violence	<input type="text"/>
DUI/DWI Incidents	<input type="text"/>
Elder Abuse or Neglect	<input type="text"/>
Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other	<input type="text"/>
Human Trafficking: Labor	<input type="text"/>
Human Trafficking: Sex	<input type="text"/>
Identity Theft/Fraud/Financial Crime	<input type="text"/>
Kidnapping (includes parental, custodial)	<input type="text"/>
Mass Violence (domestic/international)	<input type="text"/>
Other Vehicular Victimization (e.g. hit & run)	<input type="text"/>
Robbery	<input type="text"/>
Stalking/Harassment	<input type="text"/>
Survivors of Homicide Victims	<input type="text"/>
Teen Dating Victimization	<input type="text"/>
Terrorism (domestic/international)	<input type="text"/>
Violation of a Court (Protective) Order	<input type="text"/>
Other - please explain	<input type="text"/>
UNDUPLICATED TOTAL	<input type="text" value="0"/>
<input type="button" value="Recalculate"/>	

• **Victim Services Type of Crime:**

The list of crime types has been expanded to include a variety of victimization types for which victims may need services but for which there may not be an official violation of Colorado statutes. Complete the grid in the way that most accurately reflects the type of victims you intend to serve using the definitions listed below. Indicate the unduplicated number of primary and secondary victims to be served with these grant funds. Although a person may be a victim of multiple crimes, and some federal programs allow you to count multiple crime types, for the purposes of the application you should count victims only once using the predominant crime.

Because the list of crime types has been expanded, very few applicants will need to use the “other” category. If you choose this category, be sure to specify the “other” crimes you will address. Use the “Recalculate” button to calculate your unduplicated total.

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.

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 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).

Violation of a Court Order: This is defined by state or jurisdiction.

Confirmation
Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

*** Victims Services Type of Services:**

No single entry/category in this table can exceed the TOTAL NUMBER OF VICTIMS in the table above

Type of Services	Est. # of Victims
Information & Referral	
Information about the criminal justice process	<input type="text"/>
Information about victim rights, how to obtain notifications, etc.	<input type="text"/>
Referral to other victim service programs	<input type="text"/>
Referral to other services, supports & resources (legal, medical, faith-based, address confidentiality, etc.)	<input type="text"/>
Personal Advocacy/Accompaniment	
Victim advocacy/accompaniment to emergency medical care	<input type="text"/>
Victim advocacy/accompaniment to medical forensic exam	<input type="text"/>
Law enforcement interview advocacy/accompaniment	<input type="text"/>
Individual advocacy (assistance in applying for public benefits, return of personal property)	<input type="text"/>
Performance of medical forensic exam or interview, or medical evidence collection	<input type="text"/>
Immigration assistance	<input type="text"/>
Intervention with employer, creditor, landlord, or academic institution	<input type="text"/>
Child or dependent care assistance (provided by your agency)	<input type="text"/>
Transportation assistance (provided by your agency)	<input type="text"/>
Interpreter services	<input type="text"/>
Emotional Support or Safety Services	
Crisis intervention (in-person, includes safety planning)	<input type="text"/>
Hotline/crisis line counseling	<input type="text"/>
Individual counseling	<input type="text"/>
On-scene crisis response	<input type="text"/>
Therapy (including alternative healing, art, play, etc.)	<input type="text"/>
Support groups (facilitated or peer)	<input type="text"/>
Emergency financial assistance (includes petty cash, payment for food/clothing, taxis, meds, durable medical equipment)	<input type="text"/>
Shelter/Housing Services	
Emergency shelter or safe house	<input type="text"/>
Transitional housing	<input type="text"/>
Relocation assistance	<input type="text"/>
Criminal/Civil Justice System Assistance	
Notification of criminal justice events	<input type="text"/>
Victim impact statement assistance	<input type="text"/>
Restitution assistance	<input type="text"/>
Emergency justice-related assistance	<input type="text"/>
Civil legal attorney assistance in obtaining protection order	<input type="text"/>
Civil legal attorney assistance with family law issues (custody, visitation or support)	<input type="text"/>
Other civil legal attorney assistance (e.g. landlord/tenant, employment)	<input type="text"/>
Immigration attorney assistance	<input type="text"/>
Prosecution interview/advocacy/accompaniment (includes victim/witness)	<input type="text"/>
Criminal advocacy/accompaniment	<input type="text"/>
Civil advocacy/accompaniment (includes victim advocate assisting with protection orders)	<input type="text"/>
Other	<input type="text"/>

Recalculate

Save

Save & Back

Save & Next

Back

Next

- **Victim Services Type of Services:**

The type of services section has been expanded and re-arranged 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 you estimate will receive each type of service listed under the general categories as a result of this project during the reporting period (1/1/17 – 12/31/17). Remember that you should count only services provided by grant-funded staff for this project.

A victim may receive the same type of service more than once (e.g. individual counseling), but for the purposes of the application, the type of service should be counted only once in any individual category (service type). An individual service category cannot exceed the total number of victims listed in the Victim Services Type of Crime table. For example, if your unduplicated total number of victims is 100, then 100 is the maximum number allowed in each of the individual service types/categories.

Definitions of Types of Service

We do not currently have an official definition for each of the service types; however, most of the categories are self-explanatory.

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.

Click on the "Save & Next" Button

How to Correctly Estimate Numbers of Victims and Services


If you are requesting personnel costs, your estimated numbers for all project data should be proportionate to the percentage of Full-time Equivalent (FTE) personnel that will be supported by grant funds.

For 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 domestic violence victims during the grant period (1/1/17 – 12/31/17), your estimated number of victims to be served by the grant-funded personnel would be 50% of 100, or 50 unduplicated victims. You would allocate these 50 victims in the Domestic and/or Family Violence category in the Victim Services Type of Crime table. In the Victim Services Type of Services table, you would estimate how many of those 50 victims would receive which type(s) of services. A victim may receive more than one type of service.

Law Enforcement

If this screen is visible and you are NOT 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, please click on “Project Summary” in the menu bar on the left side of the screen and change your project Purpose Area. Be sure to click “Save & Next” at the bottom of the “Project Summary” screen once you have changed your Purpose Area.


JILLN
Applicant Name:
 LIC_DCJ_2
Applicant Number:
 80193702
Project Name:
 Shelter Services for
 Domestic Violence Victims
Project Number:
 2016-VU-16-003865

Crime Victims
 Services Grant
 Program 2016
 Application Form

Applicant Information
 Contact Information
 Capacity/Factors
 Service Area
 Underserved
 Populations
 Collaboration
 Consultation
 Continuation Applicants
 Statement of Work
 Project Summary
Law Enforcement
 Goals & Objectives
 Budget Information
 Personnel
 Supplies & Operating
 Travel
 Equipment
 Professional Services
 & Consultants

Law Enforcement

*** Law Enforcement Type of Services:**

Complete this section 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. Estimate the number of cases/incidents that will be handled by grant funded personnel during the first year of the grant period. Complete only those that apply.

Type of Crime	Est. # Cases / Incidents
Calls for Assistance (911 & other)	<input type="text"/>
Incident Reports	<input type="text"/>
Cases/Incidents Investigated	<input type="text"/>
Arrests	<input type="text"/>
Dual Arrests	<input type="text"/>
Protection/Ex Parte/Temporary Restraining Orders Served	<input type="text"/>
Arrests for Violation of Bail Bond	<input type="text"/>
Enforcement of Warrants	<input type="text"/>
Arrests for Violation of Protection Orders	<input type="text"/>
Protection Orders Issued	<input type="text"/>
Referrals of Cases to Prosecutor	<input type="text"/>
Referrals of Federal Firearms Charges to Federal Prosecutor	<input type="text"/>
Forensic Medical Evidence	<input type="text"/>

Recalculate

Save Save & Back **Save & Next**

Back Next

Estimate the number of cases/incidents that will be handled by grant-funded personnel during the first year of the grant period (1/1/17-12/31/17). A case should be counted once according to the most serious offense. Fill out only those crimes that apply. Example on page 38.

Click on the “Save & Next” Button

Prosecution

If this screen is visible and you are NOT requesting funds for a Prosecutor or District Attorney's Investigator who will handle domestic violence, sexual assault, stalking, and/or dating violence cases for victims age 11 and older, please click on "Project Summary" in the menu bar on the left side of the screen and change your project Purpose Area. Be sure to click "Save & Next" at the bottom of the "Project Summary" screen once you have changed your Purpose Area.

JILLN

Applicant Name:
JC_PC1_2
Applicant Number:
30193702
Project Name:
Shelter Services for Domestic Violence Victims
Project Number:
2016-VU-16-003865

Crime Victims Services Grant Program 2016
 Application Form

Applicant Information
 Contact Information
 Capacity/Factors
 Service Area
 Underserved Populations
 Collaboration
 Consultation
 Continuation Applicants
 Statement of Work
 Project Summary
Prosecution
 Goals & Objectives
 Budget Information
 Personnel
 Supplies & Operating
 Travel
 Equipment
 Professional Services & Consultants

Prosecution

*** Prosecution Type of Cases:**

Complete this section 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. Estimate the number of cases/incidents that will be handled by grant funded personnel during the first year of the grant period. Complete only those that apply.

Type of Crime	Est. # Cases / Incidents
Misdemeanor Sexual Assault	<input type="text"/>
Felony Sexual Assault	<input type="text"/>
Homicide Related to Sexual Assault, Domestic Violence or Stalking	<input type="text"/>
Domestic Violence/Dating Violence Ordinance	<input type="text"/>
Misdemeanor Domestic Violence/Dating Violence	<input type="text"/>
Felony Domestic Violence/Dating Violence	<input type="text"/>
Stalking Ordinance	<input type="text"/>
Misdemeanor Stalking	<input type="text"/>
Felony Stalking	<input type="text"/>
Violation of Protective Order	<input type="text"/>
Violation of Bail	<input type="text"/>
Violation of Probation or Parole	<input type="text"/>
Violation of Other Court Order	<input type="text"/>

Recalculate

Estimate the number for the types of cases that will be handled by grant-funded personnel during the first year of the grant period (1/1/17-12/31/17). A case should be counted once according to the most serious offense. Fill out only those crimes that apply. See example on page 38.

Click on the "Save & Next" Button

Training

If this screen is visible and you are NOT requesting funds for a Training Project, please click on "Project Summary" in the menu bar on the left side of the screen and change your project Purpose Area. Be sure to click "Save & Next" at the bottom of the "Project Summary" screen once you have changed your Purpose Area.

JILLIN

Applicant Name:
LIC_DCJ_2

Applicant Number:
80193702

Project Name:
Shelter Services for Domestic Violence Victims

Project Number:
2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Applicant Information

Contact Information

Capacity/Factors

Service Area

Underserved Populations

Collaboration

Continuation Applicants

Statement of Work

Project Summary

Training

Goals & Objectives

Budget Information

Personnel

Supplies & Operating

Travel

Equipment

Professional Services & Consultants

Indirect Costs

Budget Total Request

Financial Management

Questions

Certification

Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Back to Submissions List

Training

*** Training Area:**

This table should only be completed if you are requesting funds **for a FORMAL training project for professionals/volunteers, primarily outside your agency, who work directly with victims.** There are only two eligible categories of training activities: 1) Training on domestic violence, sexual assault, stalking, and dating violence or; 2) Statewide or multi-jurisdictional training pertaining to victim assistance. Complete this section if you are applying for funds under the Targeted Funding Announcement for Training Funds. This DOES NOT include outreach trainings/presentations about your program, or in-house staff/volunteer training. Refer to the Instructions for further details.

People Trained	Est. # Trained
Advocacy Organization Staff (NAACP, AARP)	<input type="text"/>
Attorneys/Law Students (Non Prosecutors)	<input type="text"/>
Batterer Intervention Program Staff	<input type="text"/>
Correction Personnel (probation, parole, and correctional facilities)	<input type="text"/>
Court Personnel (judges, clerks)	<input type="text"/>
Disability Organization Staff (non-governmental)	<input type="text"/>
Educators (teachers, administrators)	<input type="text"/>
Elder Organization Staff (non-governmental)	<input type="text"/>
Faith-based Organization Staff	<input type="text"/>
Government Agency Staff (vocational rehabilitation, food stamps, TANF)	<input type="text"/>
Health Professionals (doctors, nurses – not including SANE or SAFE's)	<input type="text"/>
Immigrant Organization Staff (non-governmental)	<input type="text"/>
Law Enforcement Officers	<input type="text"/>
Legal Services Staff (not including attorneys)	<input type="text"/>
Mental Health Professionals	<input type="text"/>
Military Command Staff	<input type="text"/>
Multidisciplinary Group	<input type="text"/>
Prosecutors	<input type="text"/>
Sex Offender Treatment Providers	<input type="text"/>
Sexual Assault Nurse/Forensic Examiners	<input type="text"/>
Social Service Organization Staff (food bank, homeless shelter)	<input type="text"/>
Substance Abuse Organization Staff	<input type="text"/>
Supervised Visitation and Exchange Center Staff	<input type="text"/>
Translators/Interpreters	<input type="text"/>
Tribal Government/Tribal Government Agency	<input type="text"/>
Victim Advocates (non-governmental, includes sexual assault, domestic violence and dual)	<input type="text"/>
Victim Assistants (governmental, includes victim-witness specialists/coordinators)	<input type="text"/>
Volunteers	<input type="text"/>
Other	<input type="text"/>
UNDUPLICATED TOTAL	0

Recalculate

Save
Save & Back
Save & Next

Back
Next

There are only two eligible categories of training activities: 1) Training on domestic violence, sexual assault, stalking, and dating violence or; 2) statewide or multi-jurisdictional training pertaining to victimization issues. Complete this section **ONLY** if you are requesting funds for a formal training project to train professionals, staff, and volunteer advocates who work primarily for **OTHER AGENCIES** that provide services to victims. A formal training project *does not* include periodic or incidental training/in-services for your own agency's staff or volunteers, or outreach trainings/presentations, or presentations about your program.

If you are applying for a VOCA Discretionary Training Funds grant in addition to your "regular" training project, you will need to submit a separate application for each project.

Estimate the number of persons to be trained during the first year of the grant period (1/1/17-12/31/17). Use the "recalculate" button to update your unduplicated total. See the training project example below.

Click on the "Save & Next" Button

Helpful Information Regarding How to Correctly Estimate Numbers of Services, Victims, Cases, and People Trained

- **Victim Services Project 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 year, your estimated number of victims to be served by the grant-funded personnel would be 50% of 100, or 50 unduplicated victims. You would estimate how many of those 50 will be victims of which type(s) of crimes in the Victim Services Type of Crime table. In the *Victim Services Type of Services table*, you would estimate how many of those 50 victims would receive which type(s) of services. A victim may receive more than one type of service.
- **Law Enforcement Project Example** – If you are requesting funds to support 75% of a full-time Law Enforcement Sexual Assault Investigator position that will handle 100 cases, your estimated number of cases to be handled by grant-funded personnel would be 75% of 100, or 75. You would estimate how many of those 75 cases would involve cases investigated, etc. More than one type of service may occur for each case.
- **Prosecution Project 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).
- **Training Project 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.

Systems Improvement

If this screen is visible and you are NOT requesting funds for Systems Improvement, please click on “Project Summary” in the menu bar on the left side of the screen and change your project Purpose Area. Be sure to click “Save & Next” at the bottom of the “Project Summary” screen once you have changed your Purpose Area.

Systems Improvements

*** Systems Improvement Area:**
Check only those system improvement areas that describe the type of activities and services for which you are requesting funds. See instructions for further information and examples of system improvement projects.

☐ Collaborative, Community based System Improvement

☐ Coordinated Response to Domestic Violence

☐ Coordinated Response to Sexual Assault

☐ Linked Data Collection & Communication Systems

☐ Model project that can demonstrate success and a plan for statewide replication

☐ Multidisciplinary Coordinated Response

☐ Policies, Protocols, Orders

☐ Protection Order Enforcement

☐ Specialized Units

☐ Statewide / Multi-jurisdictional Impact

Save Save & Back **Save & Next**

Back Next

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. Examples of system improvement projects include:

- Collaborative, community-based projects;
- Statewide coalitions;
- Model projects that can demonstrate success and a plan for statewide replication;
- Projects establishing or maintaining coordinated community response to domestic violence and/or sexual assault such as Sexual Assault Response Teams (SART);
- Projects with statewide, multijurisdictional impact; or
- Projects establishing or maintaining linked data collection and communication systems.

Check only those system improvement areas that describe the type of activities for which you are requesting funds.

Click on the “Save & Next” Button

GOALS & OBJECTIVES

Applicants are limited to three goals with no more than three objectives for each goal. Objectives must be measurable and related to the budgeted items requested in the grant and any personnel used as match (like the activities of volunteers).

Applicant Name: UIC, DCJ 2
Applicant Number: 80193702
Project Name: Shelter Services for Domestic Violence Victims
Project Number: 2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Applicant Information
 Contact Information
 Capacity/Factors
 Service Area
 Underserved Populations
 Collaboration
 Continuation Applicants
 Statement of Work
 Project Summary
 Systems Improvements
Goals & Objectives
 Budget Information
 Personnel
 Supplies & Operating
 Travel
 Equipment
 Professional Services & Consultants
 Indirect Costs
 Budget Total Request
 Financial Management
 Questions
 Certification
 Summary

Goals & Objectives

Applicants are limited to three goals with no more than three objectives for each goal. Objectives must be measurable and related to the personnel/consultants requested in the grant and any personnel used as match.

*** Goal 1:** maximum length 1000 characters

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	maximum length 1000 characters	maximum length 1000 characters	maximum length 1000 characters	maximum length 1000 characters
1.2				
1.3				

Goal 2 (If needed):

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
2.1				
2.2				
2.3				

Goal 3 (If needed):

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
3.1				
3.2				
3.3				

*** Quality Assurance Plan:**
 Describe the approach for evaluating the project in response to the stated objectives, intended outcomes/impact and data collection. See instructions for further information.
 maximum length 5000 characters

Buttons: Save, Save & Back, **Save & Next**, Back, Next, Check Spelling

Goals should be broad statements describing what you intend to accomplish with grant funds. Goals should be limited to a maximum of 3, with no more than 3 objectives for each goal.

Objectives must be specific and measurable, and should answer the questions “What? Who? How many? For whom? How?” Objectives should be related to the personnel position(s) and/or the Professional Services/Consultant position(s) requested in the project budget. In the objective, specifically list the position title of the person(s) responsible for implementing the objective.

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 towards 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.

Time Frame should be the time period in which the objective will be accomplished. Most often this is the 12-month grant period.

Click on the “Save & Next” Button

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 22 child sexual abuse, domestic violence or severe physical abuse victims with 24 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 tracking of permanent placement and case outcomes.	During the 12 month grant period.
1.2	CASA supervisor will assist in the recruitment, screening, training and maintenance of 5 additional CASA Volunteers.	Child victims will have trained CASA volunteers to advocate for them.	Staff documentation of recruitment methods utilized, screening process, training provided and turnover rates.	During the 12 month grant period.
1.3	CASA Supervisor will conduct twice monthly supervision and case management meetings with 5 Volunteer Advocates for a total of 120 contacts.	Case management 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 12 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 women and 125 children.	Victim's immediate security concerns met.	Intake & staff documentation.	During the 12 month grant period.
1.2	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 12 month grant period.
1.3	The Women's Counselor will provide 50 individual and 100 group sessions to 25 women.	Victims experience increased self-esteem.	Staff notes from one-on-one interviews & client survey.	During the 12 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 55 hotline calls.	Victims report they feel believed; Victims know how to access available resources.	Hotline data collection; Staffing schedules.	During the 12 month grant period.
1.2	The Project Director and Advocate will provide 65 sexual assault victims with advocacy at the hospital.	Victim's immediate health & safety concerns met in a supportive environment.	Staff documented observation of client. Data collection of call outs.	During the 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 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 12 month grant period.

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 the 12 month 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 the 12 month 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 12 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 the 12 month grant period.
1.2				
1.3				

QUALITY ASSURANCE PLAN: Describe how you will evaluate your project in response to your stated objectives, intended outcomes/impact and data collection. This plan should address how you will use the collected data to change/improve your program.

Click on the "Save & Next" Button

BUDGET INFORMATION

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 12-month (January 1, 2017 – December 31, 2017) period.
- The budget section is divided into 6 budget categories: Personnel, Supplies and Operating, Travel, Equipment, Professional Services/Consultants, and Indirect Costs.
- All figures should be reported in **WHOLE DOLLAR AMOUNTS ONLY**. Round up to the nearest dollar if the cents is \$.50 or more.
- 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.
- 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).

Emergency Funds: After completing a statewide needs assessment, the need for additional funds for Emergency Assistance for victims of crimes was determined to be a top priority of programs across Colorado. In an effort to assist programs in meeting the needs of victims in their communities, applicants are encouraged to request funds for emergency assistance in this application. Examples of eligible types of assistance are funds to provide emergency shelter, including hotel stays and short-term nursing home shelter for elder abuse victims for whom there are no other options, and support for food, clothing and supplies (toiletries, diapers, etc.) for victims and their dependents. Programs that request emergency assistance funds must be able to provide appropriate documentation of expenditures, including receipts, and be able to demonstrate a working relationship with Victim Compensation Programs in their Judicial District (this can be demonstrated through 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). Programs granted emergency assistance funds will be able to request reimbursement for their expenses on a monthly basis, if needed.

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.

You are not applying for a certain funding source in this process. If your project is recommended for funding, staff will administratively decide which funding source your project will be funded by. If your project is funded by Federal VOCA dollars partial match waivers may be available and will be reviewed on a case by case basis. All waivers require approval by the federal Office for Victims of Crime at the U.S. Department of Justice. Waiver requests will not be reviewed until after awards have been made. If you do not have the ability to provide match, and your waiver is not approved, you will not be eligible to

receive grant funds. If you are awarded VOCA funds, you will receive additional information about the process for requesting a match waiver.

After you enter your budget items in each category, the amount of required match for your project will be listed under match calculation under the Budget Total Request section. 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 is \$.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 is **\$.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.

- Go to the “Match Calculation” grid on the Total Request screen and review the “Match Amount Required” to double check your match calculation.
- Because it is simpler to track, you are encouraged to use either cash **OR** in-kind match (not both) whenever possible.
- Although the Application allows match under each budget category, 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.

PERSONNEL

Budget: Personnel

Each position must be listed separately and be accompanied by a description that provides justification for the amount requested and details the basis for determining the cost of each position. For each position, explain how the salary and fringe benefit rates were determined. See instructions for further information.

These totals will automatically calculate as you add each position

PERSONNEL (TOTALS SUMMARY)

	Annual Amount (\$)	Total To Be Paid By Grant Funds (\$)
Totals	\$50,000	\$37,500

Application Form

Applicant Information
Contact Information
Capacity/Factors
Service Area
Underserved Populations
Collaboration
Consultation
Continuation Applicants
Statement of Work
Project Summary
Systems Improvements
Goals & Objectives
Budget Information
Personnel

View Position Title Annual Amount (\$) Total To Be Paid By Grant Funds (\$)

View	Position Title	Annual Amount (\$)	Total To Be Paid By Grant Funds (\$)
		Bi-lingual Victim Advocate/Mary Smith	\$50,000 \$37,500

1

Save Save & Back Save & Next Back Next

Click on icon to add each requested personnel position. This will open the Personnel Details screen as seen below. Follow the instructions below to enter each position. Once the items are entered and saved, you can click on the to view and edit the information. Click on the button to delete the entry.

Personnel Details

* Position Title and Name: Bi-lingual Victim Advocate/Mary Smith

	Annual Amount (\$)	% To Be Paid By Grant Funds	Total To Be Paid By Grant Funds (\$)
Salary	\$40,000	75.00%	\$30,000
Fringe	\$10,000	75.00%	\$7,500
TOTALS	\$50,000		\$37,500

Recalculate

* Hours per week position works for agency: 30

* Budget Narrative and Justification:
(maximum length = 1,000 characters)

The Bi-lingual VA provides advocacy & outreach to monolingual DV victims. The position works 30 hours per week. The request is for 75% of the salary & fringe. Annual benefits includes: Health (7,500), Worker's Comp (1,000), Unemployment (1,000) and employer portion of FICA (500) = \$10,000. \$10,000 x 75% = \$7,500.

Save Save & Add Another Save & Back to List Back to List Check Spelling

The gray fields will automatically calculate.

Position Title and Name: Enter the position title and the name of employee, if available; if two individuals have the same title you must enter each position separately.

Salary: Enter the 12-month salary for the position in the “Annual Amount” column and the total amount of salary to be paid by CVS grant funds in the “total to be paid by grant funds” column.

Fringe: You are not required to request fringe/benefits. If you decide to do so, enter the 12-month fringe/benefits amount (i.e., employer’s share of FICA, health insurance, retirement, workers’ compensation, short / long term disability, etc.) for the position in the “Annual Amount” column and the total amount of fringe/benefits to be paid by CVS grant funds in the “total to be paid by grant funds” column. Click on the “Recalculate” button.

You may not request a higher percentage of 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. (If fringe benefits are approved, you will be required to separately track each fringe benefit paid with CVS dollars in your accounting system.)

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

Budget Narrative and Justification: (maximum length 1000 characters) In this section, you must fully explain and justify the need for each personnel position request, indicating whether this is a new or existing position. Explain how the position relates to the CVS project.

Click “Save & Add Another” to enter additional positions or click on “Save & Back to List” to return to the Personnel Summary screen. Then click on “Save & Next” to proceed to the Personnel Match screen.

PERSONNEL MATCH

A match screen will open for each budget category. Please use the following instructions as your guide for completing the match screens. You are strongly encouraged to limit match to one budget category. Your accounting system must be able to track the exact matching funds. Please see the information on pages 48-50 for more details about match.

Budget: Personnel (Match)

Applicant Name: UC_DCI_2
Applicant Number: 30193702
Project Name: Shelter Services for Domestic Violence Victims
Project Number: 2016-VU-16-003865

[Show Filters] [Clear Filters]

	Amount Requested (\$)	Match (\$)
Total	\$37,500	\$24,454

View	Item	Type of Match	Budget Narrative and Justification	Total (\$)
Application Form	Shelter Volunteers	In-kind	maximum length 500 characters. Shelter volunteer hours (\$12/hour) x 2,037.83 hours = \$24,454	\$24,454

Buttons: Save, Save & Back, Save & Next, Back, Next

Click on icon to add a match item. This will open the Personnel Details (Match) screen as seen below. Follow the instructions below to enter each match item. Once the match item(s) are entered and saved, you can click on the to view and edit the information. Click on the button to delete the entry.

Personnel Details (Match)

* Item: Shelter Volunteers

* Type of Match: ☐ Cash ☒ In-kind

* Budget Narrative and Justification:
Please include in your description the source of match funds (i.e. local VALE, etc.) (maximum length = 1,000 characters)
maximum length 500 characters.
Shelter volunteer hours (\$12/hour) x 2,037.83 hours = \$24,454

* Total(\$): \$24,454

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Item: Enter the item to be used as match (Maximum length 50 Characters).

Type of Match: Indicate if the type of match provided will be a cash or in-kind contribution. Please see the information on pages 48-50 for more details about match.

Budget Narrative & Justification: The applicant must provide an explanation and calculation of the match item listed. Include the source of the match for each item.

Total (\$): Enter the match amount for the item listed. Round up to the nearest dollar if the cents is \$.50 or more.

Click “Save & Add Another” to enter additional match items or click on “Save & Back to List”. Then click on “Save & Next” to proceed.

SUPPLIES AND OPERATING

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. All supplies and operating requests must be specific, itemized costs related to the project that are priced less than \$5,000 per item.

For Supplies and Operating purchases of \$3,000 to \$20,000, federal financial rules require that a full, *written*, procurement procedure including 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) be followed. Documentation must include a completed pre-approval Vendor Selection Form (Supplies and Operating purchases) or a DCJ 13 Equipment Procurement Certification Form with attached Vendor Selection Form (Equipment purchases).

Applicant Name: LIC_DCJ_2
Applicant Number: 80193702
Project Name: Shelter Services for Domestic Violence Victims
Project Number: 2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Budget: Supplies & Operating

Each item must be listed and be accompanied by a description that provides justification for the budget items and details the basis for determining the cost of each item. See instructions for further information.

Totals Summary

Amount Requested (\$)
Total \$2,335

This total will automatically calculate as you add each item

View	Item	Budget Narrative and Justification	Total (\$)
	Conference Registration	Two victim advocate volunteers will attend XYZ training. Attending this conference will enhance t...	\$760
	Computer	The request is for 75% of 1 computer for the bi-lingual victim advocate. 75% of her time is spent...	\$1,125
	Victim Advocate cell phone	This request is for cell phone service for the victim advocate. 75% of the advocate's time is spe...	\$450

1

Save Save & Back **Save & Next** Back Next

Click on icon to add each item. This will open the Supplies and Operating Details screen as seen below. Follow the instructions below to enter each item. Once the items are entered and saved, you can click on the to view and edit the information. Click on the button to delete the entry.

JILIN

Applicant Name: LIC_DCJ_2
Applicant Number: 80193702
Project Name: Shelter Services for Domestic Violence Victims
Project Number: 2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Applicant Information
 Contact Information
 Capacity/Factors
 Service Area
 Underserved Populations
 Collaboration

Supplies & Operating Details

*** Item:** Conference Registration

*** Budget Narrative and Justification:**
 (maximum length = 1,000 characters)
 Two victim advocate volunteers will attend XYZ training. Attending this conference will enhance the services provided to victims. Conference registration costs \$380 x 2 advocates = \$760. We are requesting 100% of the cost.

*** Total(\$):** \$760

Save Save & Add Another
 Save & Back to List Back to List
 Check Spelling

Item: (Maximum length 50 characters) List each item by major type (e.g., cell phones, computer equipment, computer software, furniture, outreach materials, tuition and/or registration fees for training/conferences, etc.)

Budget Narrative & Justification: (Maximum length 1000 characters) In this section, you must fully 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. Be sure to show the basis for computations. Unallowable costs are in the Appendix under the requirements listed for each funding source.

Total (\$): Enter the total amount requested from CVS for the item.

Click "Save & Add Another" to enter additional items or click on "Save & Back to List". Then click on "Save & Next" to proceed.

SUPPLIES & OPERATING MATCH

See the match instructions provided on pages 48-50. You are not required to have match in every budget category. Your accounting system must be able to track the exact matching funds.

TRAVEL

List all travel expenses by category (e.g., mileage, meal per diem, lodging, etc.)

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 January 1, 2016), shown below, 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	\$51
Crested Butte/Gunnison	Gunnison	\$51
Denver Metro	Denver, Adams, Arapahoe, & Jefferson Counties	\$66
Douglas County	Douglas County	\$61
Durango	La Plata	\$61
Fort Collins/Loveland	Larimer	\$56
Glenwood Springs	Garfield	\$46
Grand Junction	Mesa	\$46
Montrose	Montrose	\$56
Silverthorne/Breckenridge	Summit	\$56
Steamboat Springs	Routt	\$56
Telluride	San Miguel	\$71
Vail	Eagle	\$71

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 (Whether a comparable training is available in state will be a factor). A list of national per diem rates is available on our website <http://dcj.ovp.state.co.us/>. Click on the OVP Grant Programs button & look for the *Application Process for CVS Funding CY2017-2018 link* or *Application Process for VOCA Discretionary Training Funding CY2017 link*.

Budget: Travel

Each travel request must be listed and accompanied by a description that provides justification for the items and details the basis for determining the cost of each item. For each item requested, explain the relationship of each travel related item to the project. See instructions for further information.

This total will automatically calculate as you add each item

Totals Summary

Amount Requested (\$)
Total \$548

Application Form

Applicant Information
Contact Information
Capacity/Factors
Service Area
Underserved Populations
Collaboration
Consultation
Continuation Applicants
Statement of Work
Project Summary
Systems
Improvements

View	Item	Budget Narrative and Justification	Total (\$)
	Lodging for XYZ Conference	This conference is for 3 nights in Silverthorne, CO at \$100 per night per person. 2 advocates x \$...	\$450
	Mileage to XYZ Conference	The round trip mileage from our office to the conference in Silverthorne, CO is 200 miles. The tw...	\$98

1

Save Save & Back Save & Next Back Next

Click on icon to add each item. This will open the Travel Details screen as seen below. Follow the instructions below to enter each item. Once the item has been entered and saved, you can click on the to view and edit the information. Click on the button to delete the entry.

Travel Details

* Item: Mileage to XYZ Conference

* Budget Narrative and Justification:
(maximum length = 1,000 characters)

The round trip mileage from our office to the conference in Silverthorne, CO is 200 miles. 200 miles x .49 cents = \$98. We are requesting 100% of the cost.

* Total(\$): \$196

Save Save & Add Another Save & Back to List Back to List Check Spelling

Item: (Maximum length 50 characters) Enter the travel item being requested.

Budget Narrative & Justification: (Maximum length 1000 characters) 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. **Be sure to show the basis for computation.**

Total (\$): Enter the total amount requested from CVS for the item.

Click “Save & Add Another” to enter additional items or click on “Save & Back to List”. Then click on “Save & Next” to proceed.

TRAVEL MATCH

See the match instructions provided on pages 48-50. You are not required to have match in every budget category. Your accounting system must be able to track the exact matching funds.

EQUIPMENT

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.

“Equipment” is defined as a durable, single item costing \$5,000 or more with a useful life of over one year. Funds may only be used for equipment deemed essential in the proposed project/services as allowable. If requested and approved, you will be required to submit additional forms prior to purchasing the equipment.

For Equipment purchases of \$5,000 to \$20,000 it is required that a full, *written*, procurement procedure including 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) be followed. Documentation must include a completed pre-approval Vendor Selection Form (Supplies and Operating purchases) or a DCJ 13 Equipment Procurement Certification Form with attached Vendor Selection Form (Equipment purchases).

JIHN

Applicant Name:
Del DCJ 2

Applicant Number:
80193702

Project Name:
Shelter Services for Domestic Violence Victims

Project Number:
2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

- Applicant Information
- Contact Information
- Capacity/Factors
- Service Area
- Underserved Populations
- Collaboration
- Consultation
- Continuation Applicants
- Statement of Work
- Project Summary

Budget: Equipment

Each piece of equipment (single item \$5,000 or more) must be listed 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 listed, explain why the proposed equipment is essential to implementing the project. See instructions for further information.

This total will automatically calculate as you add each item

View	Item	Budget Narrative and Justification	Total (\$)
✖	Case Management System	Our program is in need of a case management system to manage our increasing number of legal servi...	\$24,300

Totals Summary

Amount Requested (\$)

Total \$24,300

Save

Back




Save & Back

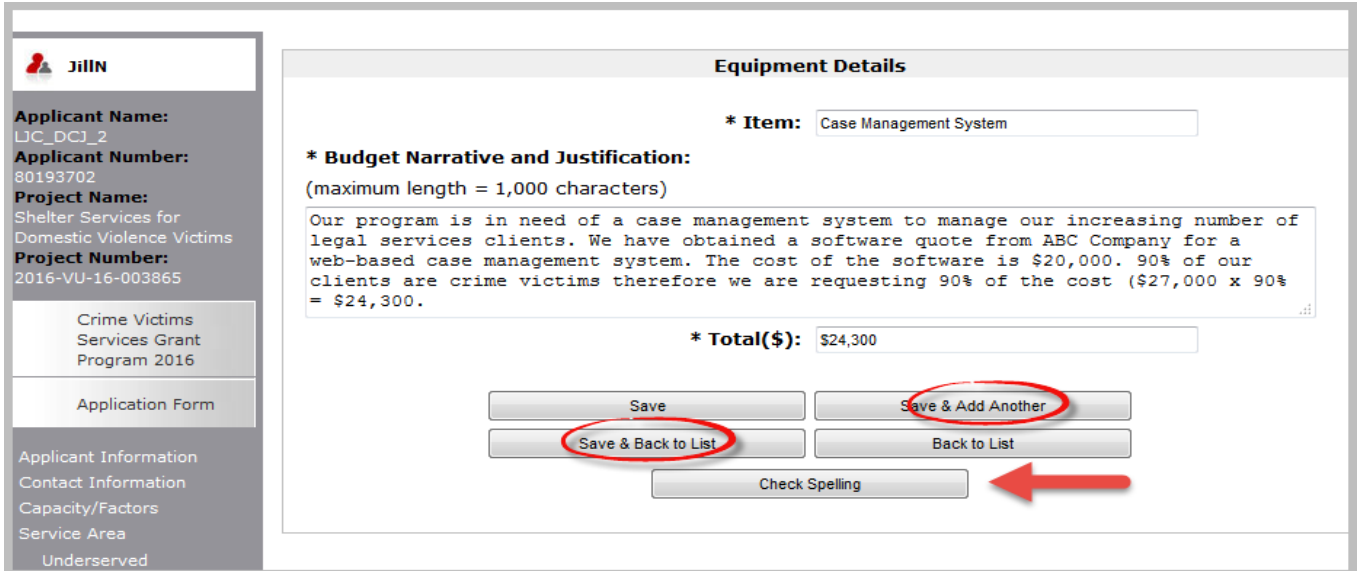
Next

Save & Next

Crime Victim Services (CVS) Funds | 2016 Application Instructions

58

Click on  icon to add each item. This will open the Equipment Details screen as seen below. Follow the instructions below to enter each item. Once the item has been entered and saved, you can click on the  to view and edit the information. Click on the  button to delete the entry.



Equipment Details

* Item: Case Management System

* Budget Narrative and Justification:
(maximum length = 1,000 characters)

Our program is in need of a case management system to manage our increasing number of legal services clients. We have obtained a software quote from ABC Company for a web-based case management system. The cost of the software is \$20,000. 90% of our clients are crime victims therefore we are requesting 90% of the cost (\$27,000 x 90% = \$24,300.

* Total(\$): \$24,300

Save Save & Add Another
Save & Back to List Back to List
Check Spelling

Item: (Maximum length 50 characters) Enter the equipment item being requested.

Budget Narrative & Justification: (Maximum length 1000 characters) Explain the costs being requested from CVS grant funds and explain the relationship of each line item to the project. **Be sure to show the basis for computation.**

Total (\$): Enter the total amount requested from CVS for the item.

EQUIPMENT MATCH

Please see the match instructions provided on pages 48-50. You are not required to have match in every budget category. Your accounting system must be able to track the exact matching funds.

PROFESSIONAL SERVICES/CONSULTANTS

Each vendor 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 consulting organization or individual added, explain how the hourly rate or flat rate was determined

Professional services should be procured competitively. **Sole source contracts must be justified** and are subject to prior approval. 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.

For all Professional Services/Consultants expenditures in any amount, a completed DCJ Form 16 Professional Services/Consultant Certification form (requires pre-approval), attached Vendor Selection

Form, and copy of the proposed contract or Statement of Work are required. Whenever possible, Supplies and Operating purchases and Equipment purchases should be separated from the costs of installation; installation costs should be included in the Professional Services/Consultants category.

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.

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

Applicant Name: LIC_DCJ_2
Applicant Number: 80193702
Project Name: Shelter Services for Domestic Violence Victims
Project Number: 2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Each vendor 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 consulting organization or individual added, explain how the hourly rate or flat rate was determined. See instructions for further information.

Totals Summary

Amount Requested (\$)
Total \$8,580

View	Item	Budget Narrative and Justification	Total (\$)
	Translation Services	We will use our organization's procurement policy to select a vendor to translate all of our outr...	\$2,080
	Security System	This request is for the purchase & install of a new security system for our domestic violence she...	\$6,500

1

Save Save & Back Save & Next Back Next

Click on icon to add each item. This will open the Professional Services/Consultants Details screen as seen below. Follow the instructions below to enter each item. Once the item has been entered and saved, you can click on the to view and edit the information. Click on the button to delete the entry.

Professional Services / Consultants Details

*** Item:** Security System

*** Budget Narrative and Justification:**
(maximum length = 5,000 characters)

This request is for the purchase & install of a new security system for our domestic violence shelter. Using our procurement policy, we obtained 3 quotes. The total cost of the equipment & installation will be \$6,500. We are requesting 100% of the cost because 100% of the services provided at the shelter are to victims. A functioning security system is critical to the safety of the survivors and staff.

*** Total(\$):** \$6,500

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Item: (Maximum length 50 characters) List the consultant or type of service.

Budget Narrative & Justification: (Maximum length 5000 characters) In this section, you must fully explain and justify both the need for these services and the rate of pay if not provided above. 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 (this rate is set by Federal regulations) or \$650 per eight-hour day. (If a higher rate is requested, a justification must be provided in the budget narrative. Approval by DCJ is required prior to implementation of the contract.) Explain why agency employees cannot provide the proposed consultant and/or independent contractor services.

If you are hiring a contractor to complete a project such as the one listed in the example above, include all of the relevant information such as cost for the project, scope of work, and how you will be choosing a vendor. You must follow your agency's procurement process.

Total (\$): Enter the total amount requested from CVS for the service.

PROFESSIONAL SERVICES/CONSULTANTS MATCH

See the match instructions provided on pages 48-50. You are not required to have match in every budget category. Your accounting system must be able to track the exact matching funds.

Click "Save & Add Another" to enter additional items or click on "Save & Back to List". Then click on "Save & Next" to proceed.

INDIRECT COSTS

Federal Financial Guidelines allow applicants 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 costs 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. **If you intend to use the 10% de minimus rate for indirect costs please complete the certification form available on our website.** <http://dcj.ovp.state.co.us/>, under *OVP Grant Programs*.

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)*.

INDIRECT COSTS MATCH

See the match instructions provided on pages 48-50. You are not required to have match in every budget category. Your accounting system must be able to track the exact matching funds.

Click “Save & Next” to advance to the
Budget Total Request Screen

BUDGET TOTAL REQUEST

Applicant Name:
LIC_DCJ_2

Applicant Number:
80193702

Project Name:
Shelter Services for Domestic Violence Victims

Project Number:
2016-VU-16-003865

Crime Victims Services Grant Program 2016

Application Form

Applicant Information
Contact Information
Capacity/Factors
Service Area
Underserved Populations
Collaboration
Consultation
Statement of Work
Project Summary
Victims Services
Systems Improvements
Goals & Objectives
Budget Information
Personnel
Personnel Match
Supplies & Operating
Supplies & Operating Match
Travel
Travel Match
Equipment
Equipment Match
Professional Services & Consultants
Professional Services & Consultants Match
Indirect Costs
Indirect Costs Match
Budget Total Request
Financial Management
Questions
Certification
Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Budget Total Request

	Amount Requested (\$)	Match (\$)	Total Budget (\$)
PERSONNEL	\$37,500	\$24,454	\$61,954
SUPPLIES & OPERATING	\$2,335	\$0	\$2,335
TRAVEL	\$646	\$0	\$646
EQUIPMENT	\$24,300	\$0	\$24,300
CONSULTANTS/CONTRACTS	\$8,580	\$0	\$8,580
INDIRECT	\$0	\$0	\$0
GRAND TOTAL	\$73,361	\$24,454	\$97,815

Match Calculation:

Grantee Match Requirement	Match Amount Required	Current Calculated Match Percentage
25%	\$24,454	25.00%

*** Current Funding:**
If not currently receiving Crime Victim Services grant funds (VOCA, VAWA, SASP and/or State VALE) through the Office for Victims Programs (OVP), you must describe how the requested budget items are currently being funded.
Maximum length 2,000 characters.

*** Will this project be funded using ADDITIONAL FUNDS other than those provided from this grant?** (Additional funds includes cash match, but not in-kind match). Yes ☐

*** Please describe all sources of funding that you have solicited or plan to solicit and indicate if the funds have been approved or are pending:**
maximum length 2,000 characters.

ADDITIONAL PROJECT FUNDING TOTAL: \$87,000

Have you provided 25% match?

Select yes to display the chart below

The Budget Total Request grid automatically populates all CVS FUNDS REQUESTED and MATCHING FUNDS PROVIDED from each budget category. The example above is based on all budget category examples provided previously throughout the Instructions. Remember to cross check your totals with this populated grid.

NOTE: If the Calculated Match Percentage (%) is less than 25%, the following warning message will appear below the budget total request grid: “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.”

CURRENT FUNDING

This section is to be completed by new project applicants. If your agency does not currently receive CVS funds and this screen does not appear, click on “Applicant Information” on the Menu Bar on the left side of screen. Select “NEW” from the drop down window in response to the Type of Funding for this Project.

In the box provided, describe how the requested budget items are currently being funded; if applicable.

ADDITIONAL PROJECT FUNDING

ADDITIONAL FUNDS FOR THIS PROJECT: Select YES or NO from the drop down window. If YES, complete the table that appears 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. Click on the “Recalculate” button once you have entered your numeric data into the table.

Click “Save & Next” to advance to the
Financial Management Questions

FINANCIAL MANAGEMENT

FINANCIAL MANAGEMENT QUESTIONS 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. Complete this section 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. Answer all of the questions in this section and provide an explanation of NO answers where indicated.

Click "Save & Next" to advance to the
Certification screen

CERTIFICATION

JIILIN

Applicant Name:
JC_DCJ_2

Applicant Number:
30193702

Project Name:
Shelter Services for
Domestic Violence Victims

Project Number:
2016-VU-16-003865

Crime Victims
Services Grant
Program 2016

Application Form

Certification

* 1. I certify that I am authorized to submit this application on behalf of the agency. ☐

* 2. I certify all information contained in the application is accurate. ☐

* 3. I acknowledge that any resulting contract and grant award will include significant state and federal requirements that will have to be adhered to during the grant period. A sample of these requirements is included on the OVP website at <http://dcj.state.co.us/ovp>. ☐

Save Save & Back **Save & Next**

Back Next

Please read the three statements on the screen and click the box next to each statement to certify that you agree. You will not be able to submit the application until you have completed the certifications.

Click "Save & Next" to advance to the
Submission Summary screen

SUMMARY

JILIN

Applicant Name:
LIC_DCJ_2

Applicant Number:
80193702

Project Name:
Shelter Services for
Domestic Violence Victims

Project Number:
2016-VU-16-003865

Crime Victims
Services Grant
Program 2016

Application Form

Applicant Information

Contact Information

Capacity/Factors

Service Area

Underserved
Populations

Collaboration

Consultation

Statement of Work

Project Summary

Victims Services

Systems
Improvements

Goals & Objectives

Budget Information

Personnel

Personnel Match

Supplies & Operating

Supplies & Operating
Match

Travel

Travel Match

Equipment

Equipment Match

Professional Services
& Consultants

Professional Services
& Consultants Match

Indirect Costs

Indirect Costs Match

Budget Total Request

Financial Management
Questions

Certification

Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Submission Summary

Page	Last Updated
Applicant Information	01/27/2016
Contact Information	01/26/2016
Capacity/Factors	Please Complete
Service Area	Please Complete
Underserved Populations	Please Complete
Collaboration	Please Complete
Consultation	01/26/2016
Statement of Work	No Input Required
Project Summary	Please Complete
Victims Services	Please Complete
Systems Improvements	Please Complete
Goals & Objectives	01/26/2016
Budget Information	No Input Required
Personnel	01/26/2016
Personnel Match	01/27/2016
Supplies & Operating	01/26/2016
Supplies & Operating Match	No Input Required
Travel	01/26/2016
Travel Match	No Input Required
Equipment	01/26/2016
Equipment Match	No Input Required
Professional Services & Consultants	01/26/2016
Professional Services & Consultants Match	No Input Required
Indirect Costs	No Input Required
Indirect Costs Match	No Input Required
Budget Total Request	01/27/2016
Financial Management Questions	Please Complete
Certification	Please Complete

Notes:

- Collaboration list must contain between 1 and 3 items.
- Total value must be greater than 0 for the Purpose Area selected.
 - Cannot provide a future date.

If you have updated your Applicant Profile during this session, please close and re-open this Application Form before clicking on the "Submit" button.

Back Next

Export to PDF
Get PDF Viewer

Submit

The submit button will remain gray until you have completed all sections of the application

Once you have completed the CVS project application, you are now ready to review the application for accuracy and completeness prior to submission. The COGMS will also be checking for completeness and will not allow submission until all required information is complete. The Submit Button will remain grayed out until all sections are completed.

Under the Last Updated Column, you will see “No Input Required” or a Date for sections that have been completed. If information is incomplete or incorrectly entered, you will see a “Please Complete” after the Application Section Name. At the bottom of the box you can also find “Notes” with a list of the information that is incomplete. Click on the Application Section Name for “Please Complete” items to go back to that section of the application and make the necessary corrections.

There are several items to look for if you see “Please Complete” and cannot figure out the problem. For example, any field marked with an * is a required field and must be completed. To return to the Summary screen once all corrections are made, click on “Summary” in the left menu bar.

It is highly recommended that you export the project application to PDF for review and for your records. You can also use the PDF feature to review different sections as you are writing your application. To export the application to PDF, click the “Export to PDF” button in the left menu bar. Click “Select All Formlets” at the bottom of the screen, and then click “Export to PDF”, also at the bottom of the screen. The application will open in a different window and you can then save or print the application.

The Primary Contact listed in the application profile will receive a COGMS generated e-mail confirming the receipt of your application. If you do not receive an email within 24 hours of submitting your application, please contact OVP at (303) 239-5719.

Click on the “Submit” Button

REQUIRED ITEMS TO MAIL TO OVP

In addition to your electronically submitted application, you are required to submit additional documentation via mail. A list of the Required Attachments is available on our website <http://dcj.ovp.state.co.us/>. Click on the OVP Grant Programs button and look for the *Application Process for CVS Funding CY2017-2018 link* or *Application Process for VOCA Discretionary Training Funding CY2017 link*.

Be sure to download and print a hardcopy of the Required Attachments Checklist. Do not email the checklist & attachments. Please mail all items together with your completed attachments checklist on the top. Attachments must be postmarked by March 1, 2016. Applications will be deemed incomplete unless all applicable attachments are received.

Plan ahead! The required attachments will take time to gather. Attachments include:

- ✓ Completed Required Attachments Checklist
- ✓ Most recent Audit or Financial Review & Management Letter
- ✓ Organizational chart
- ✓ Job descriptions
- ✓ Board member list (non-profits only)
- ✓ Proof of nonprofit status
- ✓ Sample timesheet
- ✓ Indirect cost rate information

APPLYING FOR MORE THAN ONE PROJECT

An agency may submit more than one application if it is applying for separate and distinct projects. If you are unsure whether to complete more than one application, please contact OVP staff at (303) 239-5719 to speak with a grant manager about your proposed project(s). **If you are applying for the VOCA discretionary training funds, you will need to submit a separate application. Review the VOCA Discretionary Training Funds Announcement for what is required in the application.**

Applicant: UJC_DCJ_2 (80193702)

Project Status: Open Projects

Funding Opportunity Name: Crime Victims Services Grant Program 2016

Projects

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number
CVS16_UJC Test_1.0	2016-VU-16-003867	Crime Victims Services Grant Program 2016	UJC_DCJ_2	80193702
Shelter Services for Domestic Violence Victims	2016-VU-16-003865	Crime Victims Services Grant Program 2016	UJC_DCJ_2	80193702

Create a Project


Funding Opportunity Name: Crime Victims Services Grant Program 2016

*** Applicant:** UJC_DCJ_2 (80193702)

*** Applicant Project Name:**

Save Save & Add Another

Save & Back Cancel

To add another project for this funding opportunity select "Projects" on the left menu bar after logging into COGMS. Click on the arrow in the Funding Opportunity Name box to select the *Crime Victim Services Grant Program 2016* funding opportunity. Then click on the  button to add a new Project

application. You will be prompted to name the new project. The project name must be different than your first project name. Once you have named the project and click the “Save & Back” button, you will receive a system warning letting you know that another project has already been created for this funding opportunity. Click the YES button as long as it is your intention to create an additional project application. Return to page 14 to repeat the Application Instructions.

APPENDIX

FUNDING INFORMATION

Board Philosophy

It is the philosophy of the *Crime Victim Services Advisory Board*:

- To equitably allocate state and federal grant funds;
- Through an objective, criteria-based process;
- In accordance with state and federal requirements and intended uses for the funds;
- Taking into consideration geography, population, need, and available resources;
- To applicants who demonstrate financial management, administrative, and organizational capacity to meet state and/or federal requirements;
- Across the 5 categories of services and activities listed below (not listed in priority order).

Organizational Requirements Include:

- **Capacity:** Applicants must demonstrate that the agency and staff have the ability, expertise, and experience necessary to effectively provide the proposed services and administer the project.
- **Non-Supplanting:** OVP grant funds may *not* be used to supplant or substitute for state and/or local government funds that would otherwise be available for crime victim assistance services. Grant funds are intended to enhance or expand services.
- **Matching Funds:** For purposes of this application, applicants must demonstrate the ability to provide a non-federal match for the requested OVP funds as directed in the *Instructions*. Match must be used for project-related activities.
- **Sound Financial Management:** Each applicant is required to meet federal and state requirements for managing OVP grant funds as they appear in the application. Applicants should be able to demonstrate substantial financial support from other sources for their agencies.
- **Ability to comply with OVP programmatic and financial reporting requirements.**
- **Crime Victim Compensation:** OVP grant-funded agencies must assure that crime victims are informed about the availability of Crime Victim Compensation.
- **Confidentiality:** OVP grant-funded agencies must comply with applicable confidentiality laws.
- **Colorado Victim Rights Act:** OVP grant-funded agencies must assure that all staff and volunteers have read and understand the Colorado Victim Rights Act and enabling legislation (C.R.S. 24-4.1.301 et seq).
- **Volunteers:** OVP grant-funded agencies must have the ability to use volunteers to provide direct victim services.
- **No Charge to Victims for Crime Victim Services (CVS) Funding:** Grantees must provide services to crime victims, at no charge, through the CVS funded project.

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 program guidelines, as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

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.

Allocation of Funds

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

1. child abuse (sexual and physical);
2. adult sexual assault;
3. domestic violence; and
4. previously designated 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. These funds must be used to provide direct services to victims of crime. Each organization must also 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:** Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
3. **New Programs:** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability. States are responsible for establishing the base level of non-federal support required within the 25-50 percent range.
4. **Volunteers:** Funded organizations **must** use volunteers unless the state grantee (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.
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 American Indian task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.
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, and/or checking on claim status.
7. **Comply with Federal Rules Regulating Grants:** Grantees must comply with the applicable provisions of the VOCA program, the Program Guidelines, and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully account for the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
8. **Maintain Civil Rights Information:** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee (DCJ); and permit reasonable access to its books, documents, papers, and records to determine whether the grantee is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
9. **Comply with State Criteria:** Grantees must abide by any additional eligibility or service criteria as established by Colorado's Office for Victims Programs, including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.
10. **Services to Victims of Federal Crimes:** Grantees must provide services to victims of federal crimes on the same basis as victims of state/local crimes.

11. **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.
12. **Confidentiality of Client-Counselor Information:** Maintain confidentiality of client-counselor information, as required by state and federal law.
13. **Confidentiality of Research Information:** Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.

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. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations 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, whose sole purpose is to serve crime victims, 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 1997 Federal VOCA Guidelines for further detailed criteria on these agencies at www.ojp.usdoj.gov/ovc/voca/vaguide.htm.

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. **In-Patient Treatment Facilities:** For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

Eligible Services/Purpose Areas

1. **Allowable Costs for Direct Services:** The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds:
 - a. **Immediate Health and Safety:** Those services that respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
 - b. **Mental Health Assistance:** Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
 - c. **Assistance with Participation in Criminal Justice Proceedings:** In addition to the cost of emergency legal services noted above in Section a, "Immediate Health and Safety," there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. Projects devoted to restitution advocacy on behalf of specific crime victims may also be funded. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces or civil restitution recovery efforts.
 - d. **Forensic Examinations:** For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and, such exams conform to state evidentiary collection requirements.
 - e. **Costs Necessary and Essential to Providing Direct Services:** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
 - f. **Special Services:** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
 - g. **Personnel Costs:** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
 - h. **Restorative Justice:** Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria.

2. **Other Allowable Costs and Services:** The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state administrator and grantee must agree that direct services to crime victims cannot be offered without support for these expenses; that the grantee has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:
- b. **Skills Training for Staff:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.
 - c. **Training Materials:** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the grantee's staff.
 - d. **Training Related Travel:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages state administrators and grantees to first look for available training within their immediate geographical area, to minimize travel costs for out of state travel. However, when needed training is unavailable within the immediate geographical area, funds may be used to support out of state training.
 - e. **Equipment and Furniture:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities, but can support a prorated share of such items. In addition, grantees cannot use VOCA funds to purchase equipment for another organization or individual to provide a victim-related service. Examples of allowable costs include: video cameras and players for interviewing children; two way mirrors; equipment and furniture for shelters, work spaces, victim waiting rooms and children's play areas. The costs of furniture and equipment or minor building alterations that make victims services more accessible to persons with disabilities are allowable (with restrictions).
 - f. **Purchasing or Leasing Vehicles:** Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria, as this cost is carefully reviewed and rarely funded.
 - g. **Advanced Technologies:** VOCA funds can be used for advanced technologies under certain circumstances. Examples of eligible expenses in this category include automated victim notification systems and computers. Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria, as this cost is carefully reviewed and rarely funded.
 - h. **Contracts for Professional Services:** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA grantees to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding

sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English. Grantees are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

- i. **Operating Costs:** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, statistics and administrative time to maintain crime victims' records for the VOCA project.
- j. **Supervision of Direct Service Providers:** State grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state administrator may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- k. **Repair and/or Replacement of Essential Items:** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. However, under the current guidelines (www.ojp.usdoj.gov/ovc/voca/vaguide.htm) VOCA funds cannot pay the entire cost of these expenses, instead, the cost of the repair or replacement has to be prorated among all sources of income (among other requirements).
- l. **Public Presentations:** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds. Prevention curriculums and presentations are not allowable.

3. **Unallowable Costs and Activities:** The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds:

- a. **Lobbying and Administrative Advocacy:** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. **Perpetrator Rehabilitation and Counseling:** Grantees cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. **Needs Assessments, Surveys, Evaluations, and Studies:** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. **Prosecution Activities:** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- e. **Fundraising activities.**
- f. **Indirect Organizational Costs:** The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.

- g. **Property Loss:** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- h. **Most Medical Costs:** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.
- i. **Relocation Expenses:** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- j. **Administrative Staff Expenses:** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- k. **Development of Protocols, Interagency Agreements, and Other Working Agreements:** These activities benefit crime victims, but they are considered examples of the types of activities that grantees undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA grantee.
- l. **Costs of Sending Individual Crime Victims to Conferences.**
- m. **Crime Prevention Activities.**
- n. **Most Food and Refreshments.**

Proposed VOCA Regulations

The existing VOCA Guidelines were established in 1997. The federal Office for Victims of Crime (OVC), the agency that provides VOCA funds to the states, has proposed to codify and update these program guidelines. These proposed regulations have not yet been approved; however, it is possible they will be approved sometime in 2016.

The proposed regulations include some substantive changes to the existing guidelines; specifically they broaden the types of services that can be funded with VOCA funds. If approved as proposed, the new regulations will include the following changes (this list is not comprehensive):

1. Allowable **emergency costs** will be expanded to include prescription and nonprescription medicine, prophylactic treatment to prevent HIV/AIDS infection; durable medical equipment (crutches, eyeglasses) and other health care items when the victims insurance or other health care funding can't pay for these items within 48 hours.
2. Allowable **counseling** will be expanded to specifically include cultural and/or alternative therapy/healing such as art therapy and yoga.
3. Allowable **legal assistance** will be expanded to include civil legal services as a direct result of the victimization such as: protection orders; family, custody, contract, housing, and dependency matters for victims of interpersonal violence, child abuse, sexual assault and elder abuse; immigration assistance for victims of human trafficking and DV victims; intervention with creditors, law enforcement and other entities on behalf of victims of identity theft and financial fraud; intervention with administrative agencies, schools/colleges; tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization.
4. **Forensic interviews** used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management and mental health services, will be allowed. Forensic interviews conducted within the context of a multidisciplinary investigation or in a specialized setting will also be allowed if the interviewer is trained and VOCA funds are not used to supplant other available funding.
5. Services to **incarcerated victims** when the need for services does not arise directly from the crime for which the individual was incarcerated will be allowed.
6. **Relocation assistance** such as reasonable moving expenses, security deposits on housing, rental and mortgage assistance and utility startup will be allowed.
7. Support for the salaries and benefits of staff that provide **coordination activities** (such as multidisciplinary teams, crisis response teams, statewide coordination for victim notification systems) will be allowed.
8. **Multidisciplinary response to crime victims**, such as participation on task forces and workgroups to develop protocols and other working agreements will be allowed.
9. **Project evaluation** of specific victim service projects will be allowed.

Because it is possible the proposed VOCA regulations will be approved before the start of the grant period (1/1/17), agencies should consider requesting funds for these activities if applicable to their agency. If the regulations are not approved, these activities and budget items will be removed from the application.

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 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

- 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
- 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
- Immigration fees

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 to 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)

Purpose

The primary purpose of SASP grants is to support the provision of direct intervention and related assistance for victims of sexual assault.

Allocation of Funds

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

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, dual programs addressing sexual assault and domestic violence, and child advocacy centers, as well as, government-based sexual assault victim service programs that are able to provide the same level of confidentiality as a nonprofit, nongovernmental program (these programs cannot be victim-witness programs, such as those in law enforcement or prosecution offices).

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 victims, and those collaterally affected by the sexual assault.

Unallowable Costs & Activities

- Lobbying
- Sexual Assault Forensic Examiner projects
- Research projects
- Activities focused on prevention efforts (e.g. bystander intervention, social norm campaigns, presentations on healthy relationships, etc.)
- Fundraising
- Most food and refreshments
- Physical modifications to buildings, including minor renovations
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- Providing domestic violence services that do not relate 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.

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.