



Crime Victim Services Grant Program/VOCA Discretionary Training Funds Application Workshop

Winter 2016

Office for Victims Programs
Division of Criminal Justice

For Technical Assistance during the webinar, please call
303-239-5719.

Goal of the Workshop

- Briefly review how to complete an application for Crime Victim Services (CVS) funds using the Colorado Grants Management System (COGMS)
- Provide information about the application process
- Understand the basic eligibility requirements for each of the four funding sources for CVS funds
- Website: <http://dcj.ovp.state.co.us/>

Grants Staff at the Office for Victims Programs

- Debbie Kasyon, VOCA Administrator
- Ashley Riley Lopes, VAWA Administrator
- Louise Esquibel, SASP Administrator
- Jill Nore, State VALE Administrator
- Laura Montoya, Financial Manager
- Kathy Holland, Financial Manager
- Lee Hettema, Administrative Assistant
- Betsy Anderson, Monitoring Coordinator

New Grant Staff at the Office for Victims Programs

- Meghan Hartvigson-Mc Intyre, Program Assistant
- Asha Holsopple, Program Assistant
- Cheryl Shoup, Financial Assistant

Acronyms

- DCJ – Division of Criminal Justice
- OVP – Office for Victims Programs
- CVS – Crime Victims Services
- CVSB – Crime Victims Services Advisory Board
- COGMS – Colorado Grant Management System

Overview of Crime Victim Services Funds Administered by OVP

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

Funding Source Specifics - VOCA

- Eligibility criteria:
 - Public or nonprofit organization
 - Record of effective services
 - Must use volunteers
 - Promote community efforts to aid crime victims
 - Help victims apply for victim compensation
 - Comply with federal rules regarding grants
 - Maintain civil rights information (demographics)
 - Comply with state criteria
 - Provide services to federal crime victims
 - No charge to victims for services

Funding Source Specifics - VOCA

- Eligible agencies include:
 - Victim services organizations whose sole mission is to provide services to crime victims
 - Public and nonprofit organizations that have components which offer services to crime victims if the funds are used to expand or enhance the delivery of direct victim services
 - Includes: criminal justice agencies, religiously affiliated organizations, hospitals and emergency medical facilities, mental health service organizations, child and adult protective services, legal services programs with a demonstrated history of advocacy on behalf of DV victims and public housing authorities that have staff specifically trained to serve crime victims
 - Additional requirements listed in the VOCA guidelines – www.ojp.usdoj.gov/ovc/voca/vaguide.htm.

Funding Source Specifics - VOCA

- Ineligible agencies:
 - Federal agencies
 - Inpatient treatment facilities

Funding Source Specifics - VOCA

Allowable costs for direct services:

- Immediate health & safety
- Mental health assistance
- Assistance with participation in criminal justice proceedings
- Forensic exams (if no other funding sources)
- Costs necessary to providing direct services – e.g. rent, phone
- Special services – e.g. assisting victims with property recovery
- Personnel costs

Other allowable costs:

- Skills training for staff
- Training materials
- Training related travel
- Equipment and furniture
- Purchasing or leasing vehicles
- Advanced technologies
- Contracts for professional services
- Operating costs
- Supervision of direct service providers
- Repair/replacement of essential items (pro-rated)
- Public presentations (outreach)

Funding Source Specifics - VOCA

- Unallowable:
 - Lobbying and administrative advocacy
 - Perpetrator rehabilitation & counseling
 - Needs assessments, surveys, evaluations & studies
 - Prosecution activities
 - Fundraising activities
 - Property loss of crime victims
 - Most medical costs
 - Relocation expenses
 - Administrative staff expenses
 - Development of protocols, interagency agreements & other working agreements
 - Sending individual crime victims to conferences
 - Crime prevention activities
 - Most food & refreshments

Funding Source Specifics - VOCA

- Proposed Regulations
 - Expands emergency costs
 - Expands legal assistance
 - Allows forensic interviewers for adults
 - Allows services to incarcerated victims
 - Allows relocation assistance
 - Allows multidisciplinary response to victims
 - Allows for project evaluation

Funding Source Specifics – VOCA Discretionary Training Funds

- \$416,808 available
- Regional and/or statewide training on:
 - Community training topics that help direct victim service providers do their job, such as trauma-informed practices
 - Victim assistance academy – beginning and advanced levels
 - Human trafficking training
 - Statewide coalition training to membership and other victim service providers for improving direct service skills
 - Training on program evaluation and evidence based practices (only if new regulations are passed)

Funding Source Specifics – VOCA

Discretionary Training Funds

- Goal is to cover all of the training costs for the presenters and attendees (except refreshments at the training sessions)
- Goal is to have the training available via webinar or other means to reach a large number of victim assistance providers and other who provide direct services to crime victims
- The discretionary training funds are **NOT** intended for individual agencies to provide training to their staff; those requests should be included in their regular grant application
- No separate instructions; read the *VOCA Discretionary Training Funding Announcement* available on our website (<http://dcj.ovp.state.co.us>) for application requirements
- You will be required to complete a separate application for the training funds

Funding Source Specifics – VOCA Discretionary Training Funds

- Any training or training materials developed or delivered with this funding must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>
- In addition, any training grants awarded that involve the production of training curriculums require the subgrantee to consult and cooperate with the Office for Victims of Crime's Training and Technical Assistance Center (OVC TTAC) in the development of the curriculum to ensure compliance with OVC's instructional design standards (available at <https://www.ovcttac.gov/views/TrainingMaterials/dspCurriculumStandards.cfm>)

Funding Source Specifics - VAWA

- Purpose is to coordinate and integrate law enforcement, prosecution judicial efforts and victim services to identify and respond to crimes of violence against women.
- Focus is domestic violence, sexual assault, stalking and dating violence.
- Funds must be allocated:
 - 25% for prosecution projects
 - 25% for law enforcement projects
 - 30% for victims services (10% has to be for culturally specific agencies)
 - 5% to courts
 - 15% discretionary purposes

Funding Source Specifics - VAWA

- Twenty federal purpose areas – somewhat broad
- Must meet one of them to be eligible for VAWA funding
- Includes projects beyond direct victim services such as training, law enforcement officers & investigators, prosecutors & DA investigators, and system improvement projects
- Small amount of money (5%) can be used for prevention purposes related to domestic violence, sexual assault, stalking and dating violence

Funding Source Specifics - VAWA

- Unallowable:
 - Lobbying
 - Physical modifications to buildings, even minor
 - Research projects
 - Fundraising
 - Activities that compromise victims safety (couples counseling)
 - Most food and refreshments
 - Most overtime pay
 - Law enforcement equipment
 - Public awareness campaigns
 - Development/presentation of school curriculums
 - Immigration fees

Funding Source Specifics - SASP

- All funds must be used to support victims of sexual assault crimes
- Eligible services:
 - Efforts that provide intervention, advocacy, accompaniment, 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

Funding Source Specifics - SASP

- Unallowable costs:
 - SAFE projects
 - Lobbying
 - Research
 - Prevention
 - Fundraising
 - Most food and refreshments
 - Physical modifications to buildings, including minor renovations
 - Criminal justice related projects
 - Domestic violence services that do not related to sexual violence

Funding Source Specifics – State VALE

- Purpose: 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
- Eligible agencies:
 - Colorado state criminal justice agency that implements the VRA
 - An organization whose project helps implement or coordinate statewide or multijurisdictional victim programs and services



COGMS

- COGMS is the online grant management system used by DCJ since 2014
- Standardizes the grant application process
- System is used from application through grant closeout

Where do I find Application Materials?

- Application and Announcement (brief version) are in COGMS: <https://g3.state.co.us/grantium/frontOffice.jsf>
- All other documents, detailed announcements, instructions, and information is on our website: <http://dcj.ovp.state.co.us/> under the OVP Grant Programs button. Look for the *Application Process for CVS Funding CY 2017 - 2018* link OR the *Application Process for VOCA Discretionary Training Funding CY 2017* link

Important Information About COGMS

- All applicants **must** have an applicant profile and user account in COGMS in order to apply for CVS funds.
- If you are a **current grantee** or have ever applied for CVS, JAG or Juvenile Diversion grant funds in COGMS, you already have an applicant profile.
- If you are a **new applicant**, you must contact Kathy Holland at 303-239-4395, toll-free at 1-888-282-1080 or via email at kathryn.holland@state.co.us to set up an applicant profile.

Important Information About COGMS

- It takes the state 3 to 5 days to validate Applicant Profiles, do not wait until the last minute to request your applicant profile as **you will not be able to start or submit your application until your profile has been validated**
- **Deadline to request an applicant profile is 2/23/16**

Terms in COGMS

- Project = Application
- E.form = References the step or form you are working on
- Funding Opportunity = Announcement
- Signature Authority = Authorized Official
- Primary Contact = Usually Project Director
- Quality Assurance Plan = Evaluation Plan

Most Common Icons in COGMS

-  Plus sign icon – used to add items in COGMS (projects, lists, budget items, etc.)
-  Magnifying glass icon – used to view and edit
-  Red “x” icon – used to delete

Helpful Hints when using COGMS

- Acceptable browsers for accessing COGMS are Internet Explorer 8 or 9 (not 10 or 11), Mozilla Firefox or Safari.
- Click the SAVE, SAVE & NEXT OR SAVE & BACK button at the bottom of each COGMS screen no less than every 15 minutes to avoid system timeout and loss of unsaved information. Typing or being active in COGMS does not extend the 15 minute timeout.
- Use the button options at the bottom of each screen or the left menu bar to navigate between sections of the application.

Helpful Hints when using COGMS

- Some fields have a “hover” function where you can get information such as definitions of terms or zip+4 website
- Character limitations for the text sections of the application are most often listed on the screen shots in the application instructions
- Spell check is available for certain narrative sections

Application Steps

Contact Kathy Holland in our office at kathryn.holland@state.co.us for help with steps 1 & 2 if you are a new applicant

1. Contact DCJ to Create user account – Individual
2. Contact DCJ to Create Applicant Profile – Entity/Agency
3. **Register the Entity/Agency for the Funding Opportunity (Announcement)**
4. **Create a Project**
5. **Complete AND submit the application**

Step 1 - Getting Started

- Go to the COGMS website:

<https://g3.state.co.us/grantium/frontOffice.jsf>

- Remember to use Internet Explorer 8 or 9 (not 10 or 11), Mozilla Firefox or Safari as your browser – NOT GOOGLE CHROME!

Step 2: Log into the system using the username and password provided to you by OVP

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.

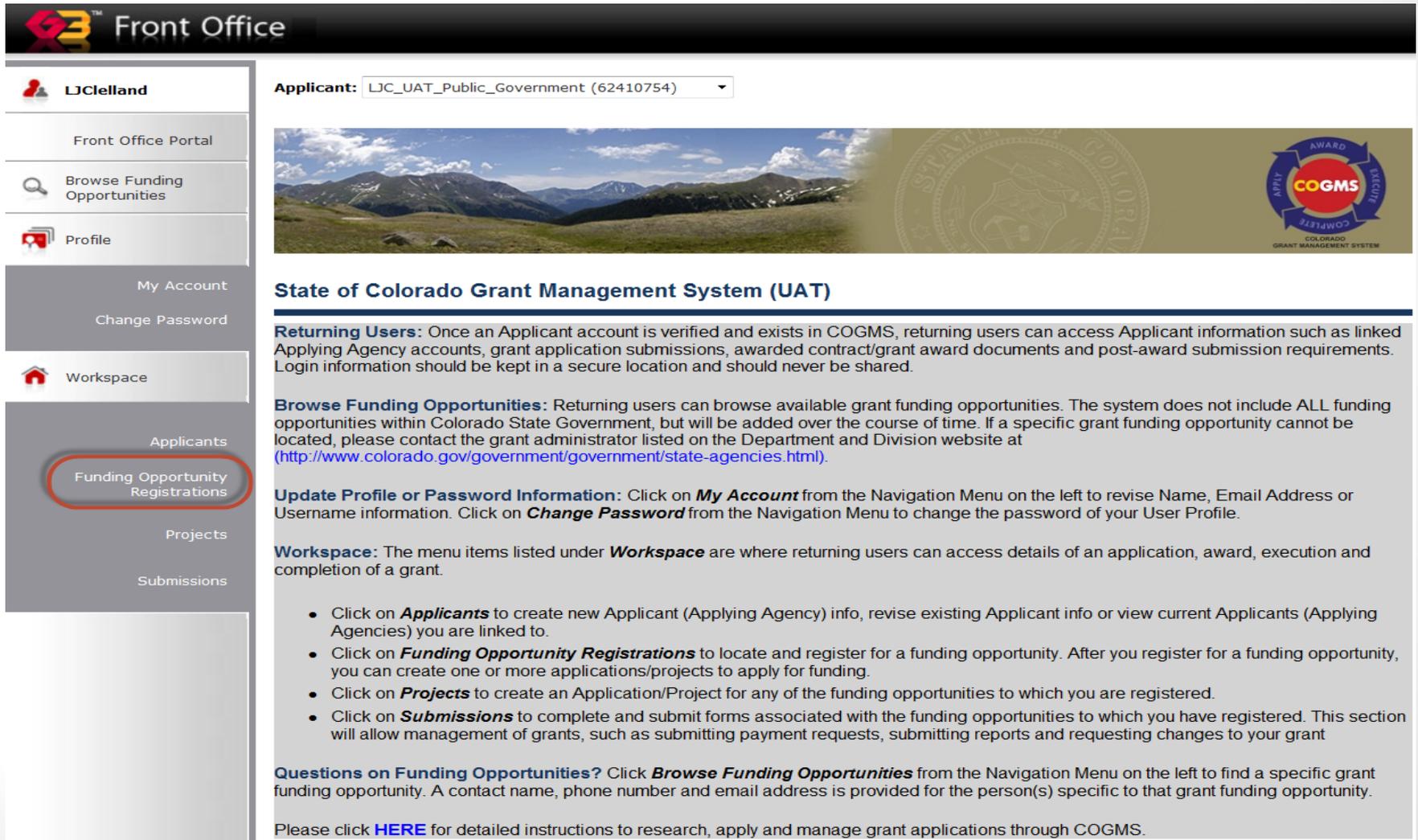
Important Notes:

- 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)*.

Step 3 – Click the *Funding Opportunity Registrations* link on the left menu bar



The screenshot shows the 'Front Office' portal interface. On the left is a navigation menu with the following items: 'LJClelland', 'Front Office Portal', 'Browse Funding Opportunities', 'Profile', 'My Account' (with sub-items 'Change Password'), 'Workspace', 'Applicants', 'Funding Opportunity Registrations' (highlighted with a red circle), 'Projects', and 'Submissions'. The main content area displays the 'Applicant' dropdown menu set to 'LJC_UAT_Public_Government (62410754)'. Below this is a banner image of a mountain landscape with the State of Colorado seal and the COGMS logo. The main heading is 'State of Colorado Grant Management System (UAT)'. The content includes instructions for returning users, how to browse funding opportunities, how to update profile or password information, and how to use the workspace. A list of actions is provided, and a link is given for questions on funding opportunities.

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.

Step 4 – Find the Funding Opportunity titled *Crime Victim Services Grant Program 2016*

	Document Icon	Search Icon	Title	Count	Start Date	End Date
Projects			CDBG DR Infrastructure Grant 2014	0	Jun 30, 2010	Dec 31, 2020
			Colorado Justice Assistance Grant 2013	0	Dec 31, 2010	Dec 31, 2020
			Colorado Justice Assistance Grant 2014	2	Dec 31, 2010	Dec 31, 2020
			Colorado Justice Assistance Grant 2015	0	Nov 25, 2014	Dec 31, 2025
			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 2014	2	Dec 31, 2010	Jun 30, 2021
			Crime Victims Services Grant Program 2014 - (CY16) Recontracting	1	Dec 31, 2010	Jan 1, 2021
			Crime Victims Services Grant Program 2016	1	Dec 31, 2010	Jan 1, 2021

Step 5 – Review this Announcement/Funding Opportunity; then click *Back to Funding Opportunity Registrations* on left menu bar

The screenshot shows a web browser window with the URL `hosted.grantium.com/col_uat/foProgramList.jsf`. The page title is "Announcement". The main content area displays the following information:

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

The left sidebar menu includes the following items:

- DebbieKa
- Publication Form
- Announcement
- Export to PDF
- Get PDF Viewer
- Back To Funding Opportunity Registrations** (circled in red)

A green-bordered box contains the following text:

Do NOT click Apply Now at the bottom of the Announcement - click Back to Funding Opportunity Registrations

Step 6 – Click the icon to the left of the Funding Opportunity to register

Submissions						
		Colorado Justice Assistance Grant 2013	0		Dec 31, 2010	Dec 31, 2020
		Colorado Justice Assistance Grant 2014	1		Dec 31, 2010	Dec 31, 2020
		Colorado Justice Assistance Grant 2015	0		Nov 25, 2014	Dec 31, 2025
		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 2014	2		Dec 31, 2010	Jun 30, 2021
		Crime Victims Services Grant Program 2014 - (CY16) Recontracting	2		Dec 31, 2010	Jan 1, 2021
		Crime Victims Services Grant Program 2016	2		Dec 31, 2010	Jan 1, 2021
		Local Law Enforcement Grant 2014	1		Jun 25, 2014	Dec 31, 2020
		National Criminal History Improvement Program 2015	0		Dec 1, 2014	Dec 31, 2025

Step 7 – Click YES when asked if you are sure you want to register your agency for the Funding Opportunity

The screenshot displays a web application interface. On the left is a vertical sidebar with navigation options: 'DebbieKa' (with a user icon), 'Front Office Portal', 'Browse Funding Opportunities' (with a magnifying glass icon), 'Profile' (with a person icon), 'My Account', 'Change Password', 'Workspace' (with a house icon), 'Applicants', and 'Funding Opportunity Registrations'. The main content area shows the 'Applicant:' dropdown menu set to 'DCJ_CVS_UAT_PublicGovt (59110046)'. Below this is a section titled 'Funding Opportunity Details' containing the following information: 'Funding Opportunity Name: Crime Victims Services Grant Program 2016', 'Start Date: Dec 31, 2010', and 'End Date: Jan 2, 2021'. A second section titled 'Funding Opportunity Registration' contains the question: 'Are you sure you wish to register DCJ_CVS_UAT_PublicGovt (59110046)?'. At the bottom of this section are two buttons: 'Yes' and 'Cancel'. The 'Yes' button is circled in red, indicating the required action.

DebbieKa

Applicant: DCJ_CVS_UAT_PublicGovt (59110046) ▼

Funding Opportunity Details

Funding Opportunity Name: Crime Victims Services Grant Program 2016

Start Date: Dec 31, 2010

End Date: Jan 2, 2021

Funding Opportunity Registration

Are you sure you wish to register DCJ_CVS_UAT_PublicGovt (59110046)?

Step 8 – Click the *Back* button at the bottom of the screen

The screenshot displays a web application interface. On the left is a vertical sidebar with the following items: a user profile for 'DebbieKa', 'Front Office Portal', 'Browse Funding Opportunities' (with a magnifying glass icon), 'Profile' (with a person icon), 'My Account', 'Change Password', 'Workspace' (with a house icon), 'Applicants', and 'Funding Opportunity Registrations'. The main content area at the top shows 'Applicant: DCJ_CVS_UAT_PublicGovt (59110046)' in a dropdown menu. Below this is a section titled 'Funding Opportunity Details' containing the following information: 'Funding Opportunity Name: Crime Victims Services Grant Program 2016', 'Start Date: Dec 31, 2010', and 'End Date: Jan 2, 2021'. The next section is titled 'Funding Opportunity Registration' and contains the message 'DCJ_CVS_UAT_PublicGovt (59110046) has been registered.'. At the bottom of this section is a 'Back' button, which is highlighted with a red oval.

DebbieKa

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Applicant: DCJ_CVS_UAT_PublicGovt (59110046) ▼

Funding Opportunity Details

Funding Opportunity Name: Crime Victims Services Grant Program 2016

Start Date: Dec 31, 2010

End Date: Jan 2, 2021

Funding Opportunity Registration

DCJ_CVS_UAT_PublicGovt (59110046) has been registered.

Back

Step 9 – Click the *Projects* link on the left menu bar

Funding Opportunity Registrations

Projects

Submissions

		CBIP Education Grant Program	0	Dec 31, 2010
		CBI Research Program 2014	0	Jun 30, 2010
		CDBG DR Infrastructure Grant 2014	0	Jun 30, 2010
		Colorado Justice Assistance Grant 2013	0	Dec 31, 2010
		Colorado Justice Assistance Grant 2014	1	Dec 31, 2010
		Colorado Justice Assistance Grant 2015	0	Nov 25, 2014
		Colorado Justice Assistance Grant 2016	0	Nov 25, 2014
		Coverdell Forensic Science Improvement Grant 2015	1	Nov 1, 2014
		Coverdell Forensic Science Improvement Grant 2016	0	Nov 1, 2014
		Crime Victims Services Grant Program 2014	2	Dec 31, 2010
		Crime Victims Services Grant Program 2014 - (CY16) Recontracting	2	Dec 31, 2010
		Crime Victims Services Grant Program 2016	2	Dec 31, 2010

Step 10 – Choose *Crime Victims Services Grant Program 2016* from the drop down menu

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: "DebbieKa" (with a profile icon), "Front Office Portal", "Browse Funding Opportunities" (with a magnifying glass icon), "Profile" (with a document icon), "My Account", and "Change Password".

The main content area has the following elements:

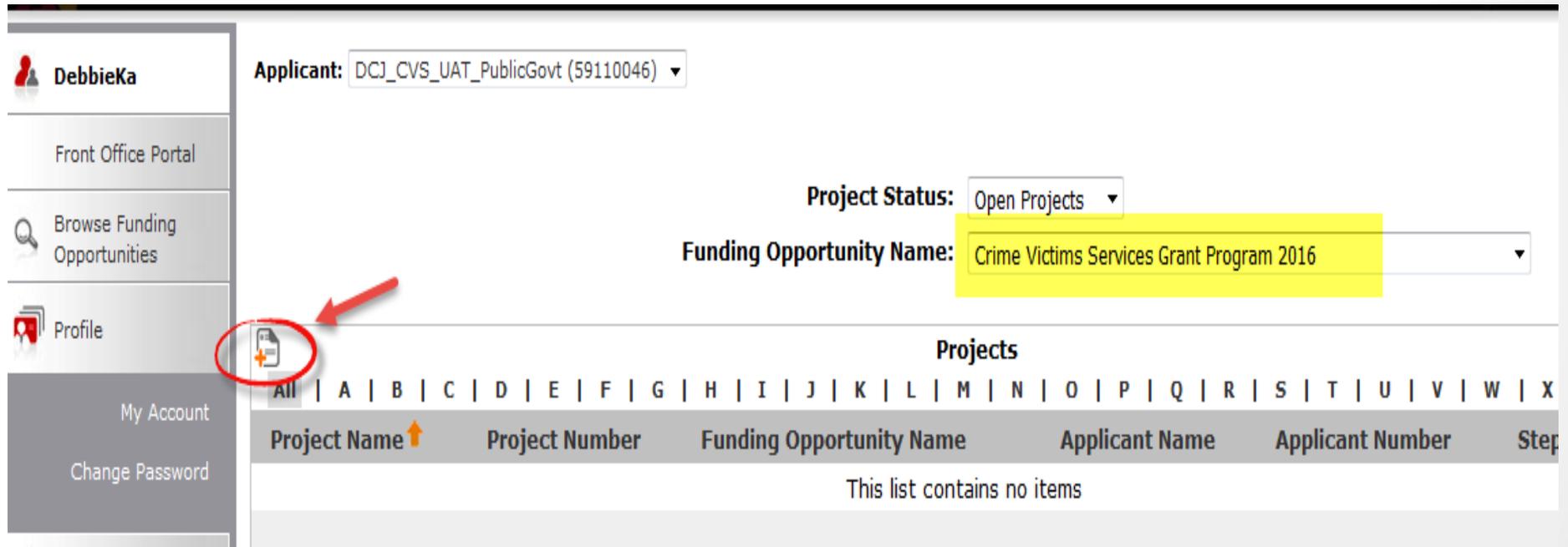
- Applicant:** A dropdown menu showing "DCJ_CVS_UAT_PublicGovt (59110046)".
- Project Status:** A dropdown menu showing "Open Projects".
- Funding Opportunity Name:** A dropdown menu showing "Crime Victims Services Grant Program 2016", which is highlighted in yellow.

Below these filters is a section titled "Projects" with a plus icon and a grid of filters: "All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X".

Below the filters is a table header with the following columns: "Project Name" (with an orange arrow pointing up), "Project Number", "Funding Opportunity Name", "Applicant Name", "Applicant Number", and "Step".

Below the table header, the text "This list contains no items" is displayed.

Step 11 – Add icon  is now available, click the icon to add a project (start an application)



The screenshot shows a web application interface. On the left is a sidebar with the user name "DebbieKa" and navigation links: "Front Office Portal", "Browse Funding Opportunities", "Profile", "My Account", and "Change Password". The main content area has a filter for "Applicant" set to "DCJ_CVS_UAT_PublicGovt (59110046)". Below this are filters for "Project Status" (set to "Open Projects") and "Funding Opportunity Name" (set to "Crime Victims Services Grant Program 2016"). A red circle highlights an "Add" icon (a document with a plus sign) in the sidebar, with a red arrow pointing to it. Below the filters is a "Projects" section with a tabbed navigation bar (All, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X) and a table header with columns: "Project Name", "Project Number", "Funding Opportunity Name", "Applicant Name", "Applicant Number", and "Step". The table body is empty, with the text "This list contains no items" centered below the header.

Step 12 – Enter a name for your project in the *Applicant Project Name* box. Click *Save & Back* once you have entered a project name.

DebbieKa

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicant: DCJ_CVS_UAT_PublicGovt (59110046) ▾

Create a Project

Funding Opportunity Name: Crime Victims Services Grant Program 2016

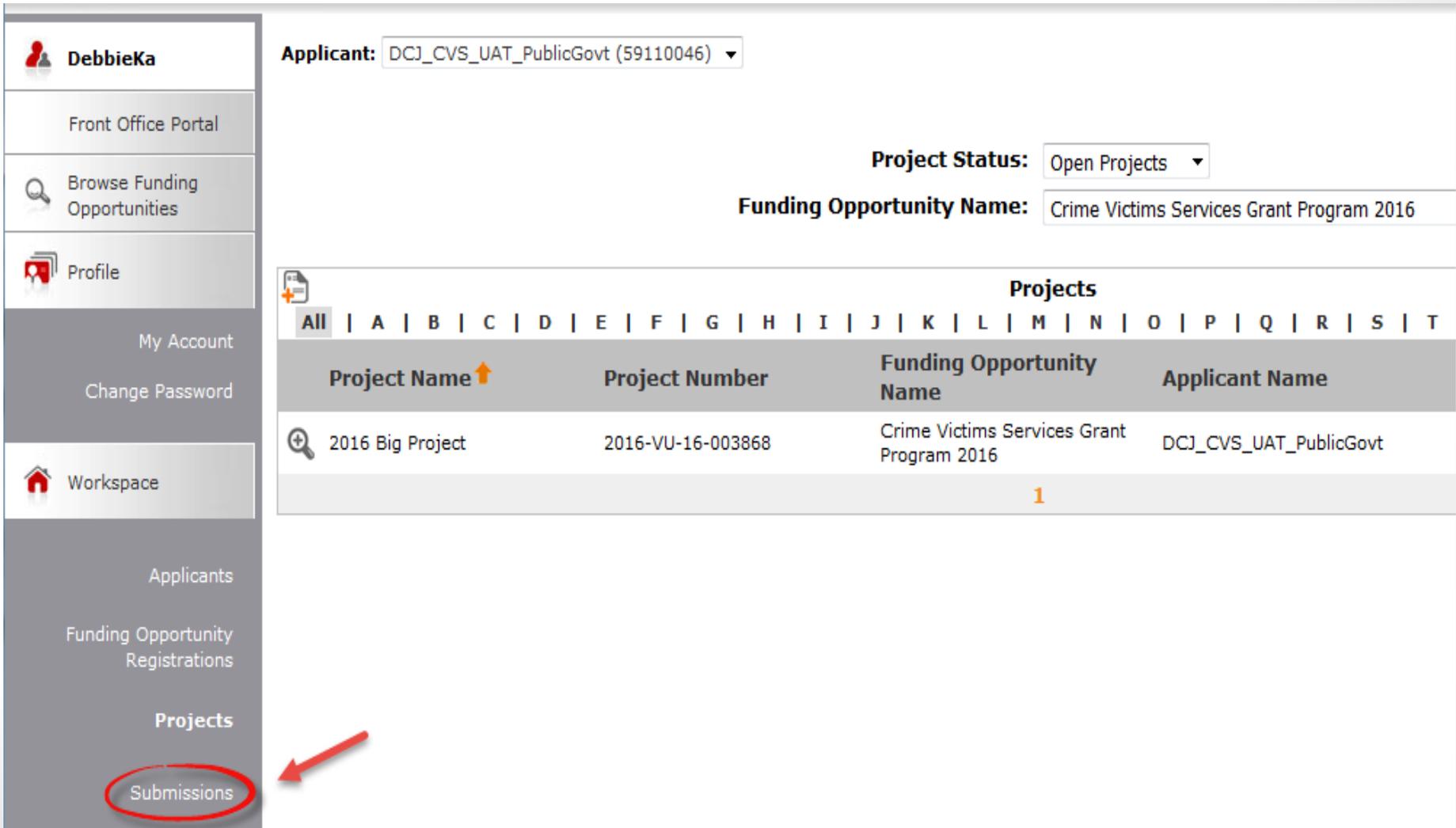
*** Applicant:** DCJ_CVS_UAT_PublicGovt (59110046)

*** Applicant Project Name:**

Save Save & Add Another

Save & Back Cancel

Step 13 – Click the *Submissions* link on the left menu bar



DebbieKa

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: DCJ_CVS_UAT_PublicGovt (59110046) ▼

Project Status: Open Projects ▼

Funding Opportunity Name: Crime Victims Services Grant Program 2016

Projects

Projects																				
All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name																	
2016 Big Project	2016-VU-16-003868	Crime Victims Services Grant Program 2016	DCJ_CVS_UAT_PublicGovt																	
				1																

Step 14– Click the File Folder icon to the left of the project name you created to open & complete your application

DebbieKa

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: DCJ_CVS_UAT_PublicGovt (59110046) ▼

[Hide Filters] [Clear Filters]

Submissions Filters

You can use the Applicant Project Name (or other) submission filters if you have multiple projects in COGMS

Applicant Project Name: All Projects ▼

Date Submitted: On ▼  23

Project Status: Open Projects ▼

Submission Version: Latest Version ▼

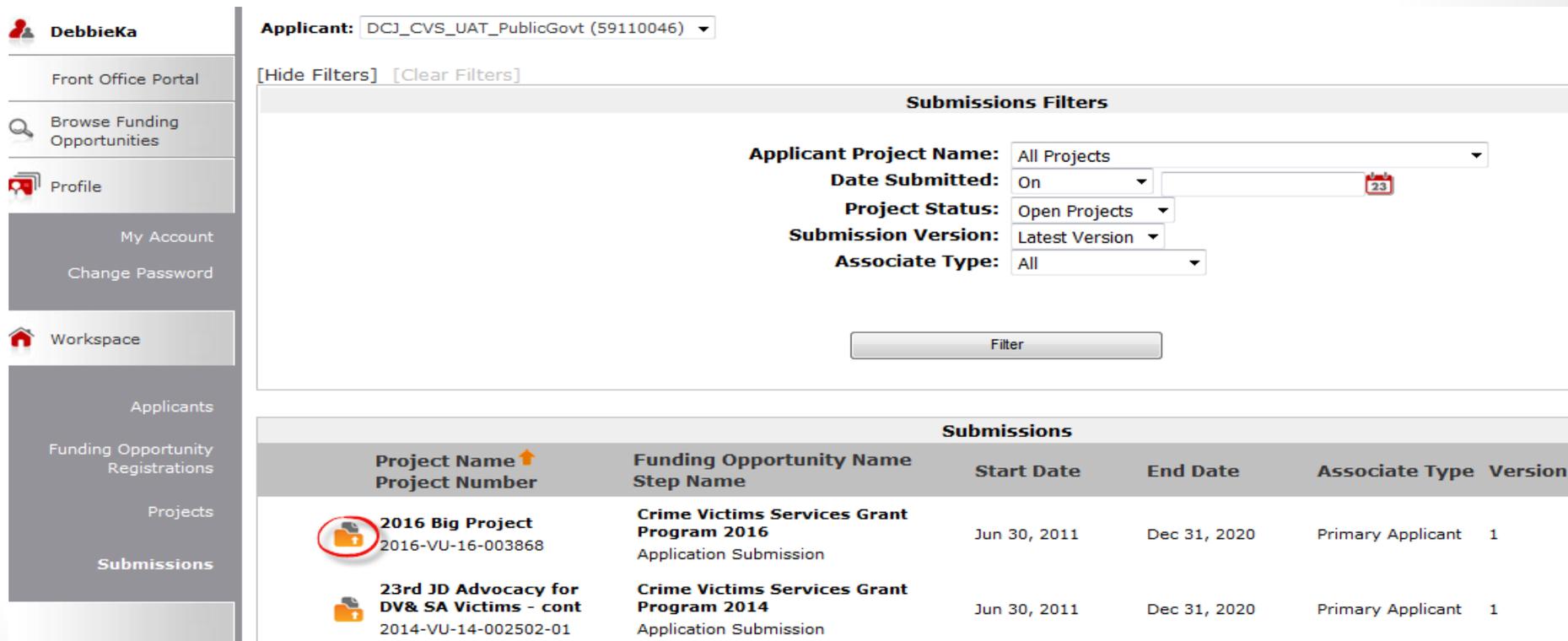
Associate Type: All ▼

Filter

Submissions						
Project Name ↑ Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 2016 Big Project 2016-VU-16-003868	Crime Victims Services Grant Program 2016 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	
 23rd JD Advocacy for DV& SA Victims - cont 2014-VU-14-002502-01	Crime Victims Services Grant Program 2014 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Feb 5, 2014 1:23:53 PM

If you need to return to an application that is in progress

Sign into COGMS and click on **Submissions** in the left menu bar. Your project(s) should appear. Click on the  icon next to the project.



The screenshot shows the COGMS interface. On the left is a navigation menu with options: DebbieKa, Front Office Portal, Browse Funding Opportunities, Profile, My Account, Change Password, Workspace, Applicants, Funding Opportunity Registrations, Projects, and Submissions. The main content area displays the 'Submissions Filters' section with the following settings:

- Applicant: DCJ_CVS_UAT_PublicGovt (59110046)
- Applicant Project Name: All Projects
- Date Submitted: On [calendar icon]
- Project Status: Open Projects
- Submission Version: Latest Version
- Associate Type: All

A 'Filter' button is located below the filters. Below the filters is a table titled 'Submissions' with the following data:

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version
 2016 Big Project 2016-VU-16-003868	Crime Victims Services Grant Program 2016 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1
 23rd JD Advocacy for DV& SA Victims - cont 2014-VU-14-002502-01	Crime Victims Services Grant Program 2014 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1



CVS Project Application

- You are now ready to complete your CVS Application
- There are several main content sections in the Application:
 - *Applicant Information
 - *Contact Information
 - *Capacity & Project Factors
 - *Statement of Work
 - *Budget Information
 - *Financial Management
 - *Certification

Applicant Information

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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Personnel Match

Supplies & Operating

Supplies & Operating

Match

Travel

Travel Match

Equipment

Equipment Match

Professional Services

Applicant Information

Crime Victims Services Grant Program 2016

Project Information

Project Title: 2016 Big Project

Project Number: 2016-VU-16-003868-01

*** Project Director:** Debbie Kasyon

Executive Director:

*** Type of Funding for this Project:** -- select --

*** Requested Amount(\$):** \$0

Project Duration:

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

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

Applicant Details

Applicant Agency Name: DCJ_CVS_UAT_PublicGovt

Applicant Legal Name: DCJ_CVS_UAT_PublicGov

DUNS(+4) Number: 4646506540

*** SAM Expiration Date:** 10/25/2015 

Tax Identification #: 54106546540

Entity Type: Public / Government

Entity Sub-Type: State

Save

Save & Back

Save & Next

Back

Next

Check Spelling

Applicant Information

- **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>.

Contact Information

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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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.



All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
View	Contact Type	First Name	Last Name	Phone	Email																					
		Primary Contact	Debbie	Kasyon	303-239-1234	Debbie@UAT.com																				
		Signature Authority	Kelly	Kissell	303-239-5719	nancyf@Uat.com																				
		Financial Officer	Laura	Montoya	303-239-5719	laura.montoya@uat.com																				
		Project Director	Debbie	Kasyon	303-239-5719	debbie@UAT.com																				

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Contact Information

PROJECT DIRECTOR: This must be an individual other than the authorized official 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.

Contact Information

- **FINANCIAL OFFICER:** This must be an individual other than the project director or authorized official. 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.

Contact Information

- **SIGNATURE AUTHORITY (Authorized Official):** This must be an individual other than the project director or financial officer. Enter the name, title, agency, mailing address, and telephone number of the Authorized Official. 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.

Capacity and Project Factors

DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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Get PDF (new)

Capacity and Project Factors

* Type of Project:

Available Items:

- Court Appointed Special Advocate (CASA)
- Courts
- Domestic Violence
- Domestic Violence / Sexual Assault Investigator / Officer
- Domestic Violence / Sexual Assault Investigator / Prosecutor
- Domestic Violence East Track Project

Add All Add Remove Remove All

Selected Items:

Child Advocacy Center

Choose all that apply from Type of Project list

* Is your Agency a culturally specific community-based agency?: -- select --

* Agency Description:

Briefly describe the purpose of your agency. See instructions for further information.

* 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.

This question will be visible if YES is selected for Prior CVS Funding

* Prior CVS Funding for this project: Yes

Amount Awarded	Grant Number	Project Title	Grant Period
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 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.

Capacity and Project Factors

Type of Project

- Choose all that apply from the list provided.

Agency Description

- Briefly describe the purpose of your agency, the mission statement (if you have one), the year of establishment, the types of clients currently being served, and the total number of clients your agency served in 2015.
- Limit of 1000 characters.

Capacity and Project Factors

Prior CVS Funding

- Select YES or NO from the drop down window. If your agency has received CVS funds for 2016, select YES and complete the table that appears listing the grant number, the amount awarded, the project title and the grant period
- Do not include VOCA One-Time Awards in this table

Capacity and Project Factors

Problem Statement

- Limit of 5000 characters
- Provide a statement of need for the proposed activities in your community
- Focus on your **unique community** and why this project is needed
- Include **local information** such as crime problems, crime statistics, underserved populations, estimated number of victims in need of the services proposed , the number of clients accessing current services, community culture, and barriers to compliance with the Victims Rights Act
- Describe the extent of your service area if your project is in more than one community

Service Area for Project

 DebbieKa

Applicant Name:
DC_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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Target Service Area

Service Area for Project

* **Statewide:** No 

* U.S. Congressional District:

Available Items:

01
02
03
04
05
06

>>>
>
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Selected Items:

?

* Judicial District:

Available Items:

01
02
03
04
05
06

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Selected Items:

?

* State Senate District:

Available Items:

01
02
03
04
05
06

>>>
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Selected Items:

?

* State House District:

Available Items:

01
02
03
04
05
06

>>>
>
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Selected Items:

?

* Counties:

Available Items:

1-Adams
2-Alamosa
3-Arapahoe
4-Archuleta
5-Barca
6-Bent

>>>
>
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<<<

Selected Items:

?

* Cities:

Available Items:

Agate
Aguilar
Akron
Alamosa
Allenspark
Alma

>>>
>
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Selected Items:

?

Save

Save & Back

Save & Next

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Service Area For Project

Service Area for Project

- STATEWIDE: Choose YES if your project is a statewide project or NO if your project is not a statewide project
- If you choose NO, a new screen will appear and you will need to complete the following fields: US Congressional Districts, Colorado Judicial Districts, State Senate District, State House District, Counties and Cities where services will be delivered
- Info can be found at <http://votesmart.org>

Underserved Populations

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

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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?**

Collaboration

 **DebbieKa**

Applicant Name:
DCJ_CVS_UAT_PublicGovt

Applicant Number:
59110046

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2016 Big Project

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

View	Agency Name	MOU	Contact	Phone
This list contains no items				

Consultation

 **DebbieKa**

Applicant Name:
DCJ_CVS_UAT_PublicGovt

Applicant Number:
59110046

Project Name:
2016 Big Project

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2016-VU-16-003868

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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 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

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

All applicants must complete this section

Continuation Applicants

 **DebbieKa**

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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Continuation Applicants

*** Project Changes:**
Describe any significant project changes (programmatic or budgetary) from the previously funded project (2015/2016 grant years). See instructions for further information.

*** Continuation Quality Assurance Plan Progress:**
Summarize the extent to which each of the project's goals and/or objectives were met for the grant period that just ended. See instructions for further information.

Save Save & Back Save & Next

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Check Spelling

Statement of Work Project Summary

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
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59110046
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2016 Big Project
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2016-VU-16-003868

Crime Victims
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Equipment Match
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Professional Services
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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.

* 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.

* 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 --

Assistance with victim compensation is more than just giving victims an application

Statement of Work - Project Summary

Project Summary

- 1000 Character Limit
- Provide a brief description of your proposed project. We use this information to notify the Governor of grant awards and for federal report reporting purposes.

Statement of Work - Project Summary

Project Description

- 6500 Character Limit
- Explain in a clear and succinct way the project, staff and the specific services you are planning on providing with these funds.
- 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.
- There should be a connection between your problem statement and your project description.

Statement of Work - Project Summary

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.
- Your selection here will determine which additional questions will appear later in the application.

Statement of Work

Victims Services Project Data

DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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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.

Many more
crime/victimization
types

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	0

Recalculate

Statement of Work

Victims Services Project Data

- Complete only if you are requesting funds for a direct victim services project
- All data should be provided for a 12 month period and should be proportionate to the percentage of FTE that will be supported with grant funds
- Include primary and secondary victims to be served during the grant period
- Count victims only once using the predominant crime type

Statement of Work

Victims Services Project Data

- DebbieKa
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Victims Services

*** 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

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Statement of Work

Victims Services Project Data

- As in other sections, all data should be provided for a 12 month period
- A victim can receive the same type of service more than once (e.g. counseling), but for purposes of the application, count the service only once during the 12 month period
- A victim can receive multiple types of services
- An individual service category cannot exceed the total number of victims listed in the previous section

Statement of Work

Law Enforcement Project Data

DebbieKa

Applicant Name:
DCI_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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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

Statement of Work Prosecution Project Data

 DebbieKa

Applicant Name:
DCI_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
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2016-VU-16-003868

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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

Save

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 Logout

DebbieKa

Applicant Name:
DCI_CVS_UAT_PublicGovt

Applicant Number:
0311045

Project Name:
2016 BQ Project

Project Number:
2016-VU-16-003868

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

Statement of Work Systems Improvement Data

 Logout

 **DebbieKa**

Applicant Name:
DCJ_CVS_UAT_PublicGovt

Applicant Number:
59110046

Project Name:
2016 Big Project

Project Number:
2016-VU-16-003868

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**Systems
Improvements**
Goals & Objectives

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

Statement of Work Goals and Objectives

DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
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59110046
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2016 Big Project
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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:**

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1.2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1.3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Goal 2 (If needed):

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
2.1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Goal 3 (If needed):

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
3.1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 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.

Statement of Work

Goals and Objectives

- Limited to three goals with no more than three objectives for each goal
- Goals – broad statements describing what you intend to accomplish
- Objectives – specific and measurable
- Objectives should be related to the project description and personnel/consultants/etc. requested in the grant and any match staff

Statement of Work Goals and Objectives

- Quality Assurance Plan = Evaluation Plan
- 5000 character limit
- Address how you will evaluate your project and use the data you collect to change/improve your project or services to crime victims
- Click *Save & Next* to proceed



Budget

- Budget items should be for a 12 month period (1/1/17 – 12/31/17), with rare exceptions.
- Review allowable expenses in the appendix of the instructions for each of the funding sources
- 6 budget categories: personnel, supplies & operating, travel, equipment and professional services/consultants, and **indirect costs**
- All figures should be reported in whole dollar amounts; round up if .50 or more
- In the budget detail screens, you must enter the amount requested for each item; the total amount requested will populate on the summary screen of each budget category
- Budget items should be **justified** and **include calculations**; there is a 1,000 character limit for this field

Budget

Match

- All applicants must demonstrate the ability to provide 25% match for the purposes of the application
- Match can be cash (non-federal dollars) or in kind
- The amount of required match will be calculated for you in the Match Calculation section after you enter your budget request; this section is under the Budget Total Request grid

Budget

Match

- Easiest to have cash OR in kind match, not both
- You don't need match in every budget category for which you are requesting funds – it is suggested you limit match to 1 or 2 categories
- Match has to be tracked in your accounting system
- Depending on your funding source, your final match amount may differ than what is listed in your application

Budget - Personnel

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

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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.

PERSONNEL (TOTALS SUMMARY)

	Annual Amount (\$)	Total To Be Paid By Grant Funds (\$)
Totals	\$0	\$0

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

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

This list contains no items

<input type="button" value="Save"/>	<input type="button" value="Save & Back"/>	<input type="button" value="Save & Next"/>
<input type="button" value="Back"/>	<input type="button" value="Next"/>	

Budget – Personnel Details

DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

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Personnel Details

* **Position Title and Name:** John Brown

	Annual Amount (\$)	% To Be Paid By Grant Funds	Total To Be Paid By Grant Funds (\$)
Salary	75000		25000
Fringe			
TOTALS			

Recalculate

* **Hours per week position works for agency:** 40

* **Budget Narrative and Justification:**

(maximum length = 1,000 characters)

The percentage calculates automatically after you enter the annual amount and the amount to be paid by grant funds

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

Budget - Personnel

- Click on the  icon to add each personnel position
- This opens the Personnel Details screen (see next screen shot)
- The Personnel Details screen is completed for each position being requested
- Complete the requested fields

Budget - Personnel

- To add additional positions, click *Save & Add Another*
- When all positions are entered, click *Save & Back to List* and then *Save & Next* to proceed to the Personnel Match section
- When requesting funds for a position, you have the option to request fringe benefits, but it is not required
- If you do request fringe benefits, the percentage of benefits cannot exceed the percentage of salary being requested

Budget – Match

- A match screen will open for EACH budget category (personnel, supplies & operating, etc.)
- Click on the  icon on the match summary screen to add a match item
- This opens the Match Details screen
- In the Item field – indicate what the match is, e.g. volunteer hours, salary, etc. 50 character limit for Item field
- Indicate the type of match – cash or in kind

Budget – Match Summary Screen

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
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59110046
Project Name:
2016 Big Project
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2016-VU-16-003868

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Budget: Personnel (Match)

	Amount Requested (\$)	Match (\$)
Total	\$25,000	\$0

[\[Show Filters\]](#) [\[Clear Filters\]](#)



View	Item	Type of Match	Budget Narrative and Justification	Total (\$)
------	------	---------------	------------------------------------	------------

This list contains no items

<input type="button" value="Save"/>	<input type="button" value="Save & Back"/>	<input type="button" value="Save & Next"/>
<input type="button" value="Back"/>		<input type="button" value="Next"/>

Budget – Supplies and Operating

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
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2016-VU-16-003868

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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



All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
View	Item	Budget Narrative and Justification																				Total (\$)				
		Shelter mattresses	This request is for 100% of the cost of 12 mattresses to be used to replace our existing, worn an...																				\$1,800			
1																										

Budget – Supplies and Operating Details

Applicant Name:

DCJ_CVS_UAT_PublicGovt

Applicant Number:

59110046

Project Name:

2016 Big Project

Project Number:

2016-VU-16-003868

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*** Item:** *** Budget Narrative and Justification:**

(maximum length = 1,000 characters)

This request is for 100% of the cost of 12 mattresses to be used to replace our existing, worn and stained, mattresses. The shelter is used solely by domestic violence victims and their children. Mattresses = \$150/each x 12 =

*** Total(\$):**

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

Budget – Supplies and Operating: Emergency Assistance Funds

- Emergency Assistance to crime victims for emergency needs is a top priority of programs, according to needs assessment
- Applicants are encouraged to apply for emergency funds
- Eligible types of assistance include:
 - Emergency shelter, including hotel stays & short term nursing home shelter for elder abuse victims if no other options
 - Food
 - Clothing
 - Supplies (toiletries, diapers, etc.)
- Must demonstrate working relationship with Victim Comp Program
- If awarded emergency funds, must be able to track and provide documentation, including receipts
- Reimbursable monthly, if needed

Budget - Travel

- Out of state travel will be considered this year if similar training is unavailable in Colorado
- List all travel expenses of project personnel by category (mileage, meals, lodging, etc.)
- Registration fees should be included in the supplies & operating budget line item
- Use your agency's written travel policy for per diem and mileage rates; use the state rates if your agency does not have a written travel policy

Budget - Equipment

- 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
- You will be required to submit additional forms prior to purchasing the equipment if approved
- Each piece of equipment must be listed and accompanied by a description that provides justification for the budget items and details the basis for determining the cost of each item

Budget – Professional Services/Consultants

- List each vendor separately
- In the budget narrative and justification, provide a description and justification for the item and the basis for determining the cost of the item
- Explain how the rate was determined; rates should not exceed \$81.25 per hour or \$650 per eight-hour day (higher rates will require approval by DCJ and/or the federal granting agency)
- Explain why agency employees cannot provide the proposed professional services
- You will be required to submit a DCJ Form 16, along with a contract, between your agency and the consultant
- There may be other DCJ forms for you to submit
- Professional services should be procured competitively; sole source contracts must be justified and are subject to prior approval

Budget – Professional Services/Consultants

- A consultant is generally an independent contractor who:
 - Offers his/her contracted services to the public at large
 - Controls his/her own work
 - Does not require training
 - Pays his/her own taxes
 - Has his/her own liability and workers compensation insurance
- Consult the IRS at www.irs.gov or www.irs.gov/taxtopics/tc762.html for information on independent contractors

Budget – Indirect Costs

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
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2016-VU-16-003868

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Item Description

* **Item:**

* **Item Description:**

(maximum length = 1,000 characters)

We are a nonprofit agency without a federally negotiated rate, therefore we will be requesting the 10% de minimus rate. Our total grant request, without the indirect costs = \$50,000. The amount we are requesting in professional services is one contract under \$25,000, therefore we are able to request 10% of our total request, or \$5,000. We are requesting the full amount - \$5,000.

* **Total(\$):**

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

Budget – Indirect Costs

- Federal Financial Guidelines allow applicants to request indirect costs as part of their grant budget
- Agencies with a federally negotiated rate can use this rate; agencies that have never had a federally negotiated rate can use the 10% de minimus rate
- The 10% de minimus rate is calculated on Modified Total Direct Costs (MTDC) – see instructions
- Refer to 2 CFR 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements (Uniform Guidance) for more info

Budget Total Request



DebbieKa

Applicant Name:

DCJ_CVS_UAT_PublicGovt

Applicant Number:

59110046

Project Name:

2016 Big Project

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2016-VU-16-003868

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Budget Total Request

	Amount Requested (\$)	Match (\$)	Total Budget (\$)
PERSONNEL	\$25,000	\$0	\$25,000
SUPPLIES & OPERATING	\$1,800	\$0	\$1,800
TRAVEL	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0
CONSULTANTS/CONTRACTS	\$0	\$0	\$0
INDIRECT	\$5,000	\$0	\$5,000
GRAND TOTAL	\$31,800	\$0	\$31,800

Match Calculation:

Grantee Match Requirement	Match Amount Required	Current Calculated Match Percentage
25%	\$10,600	0.00%

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.

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New Applicants will see this question & should explain how the requested items are currently being funded

Current Funding

*** 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.

Additional Project Funding

*** 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).**

The grid below will appear only when YES is selected for Additional Project Funding

If "Yes", list 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.

	Description	Amount (\$)
Federal	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
County Government	<input type="text"/>	<input type="text"/>
Municipal Government	<input type="text"/>	<input type="text"/>
Local VALE	<input type="text"/>	<input type="text"/>
Private	<input type="text"/>	<input type="text"/>
Other (Specify)	<input type="text"/>	<input type="text"/>

ADDITIONAL PROJECT FUNDING TOTAL: \$0

If you are providing cash match for the project, the amount listed here should, at a minimum, equal the amount of match being provided for the project

Indicate the sources of funding that you have solicited or plan to solicit and indicate if the funds have been approved or are pending:

Budget Total Request

Current Funding - Describe how the requested budget items are currently being funded, if applicable. If the requested budget items are not currently being funded, type N/A in the box. 2,000 character limit

Additional Project Funding - Select YES or NO from the drop down menu. If YES is selected, complete the table that appears listing the other funding that will be used to support the project; you should include funds that you have already applied for and funds that you intend to apply for and the dollar amount requested; do not include in kind match. 200 character limit per line

Note: If you are providing cash match, you should indicate at least that amount in the additional project funding table.



Financial Management Questions

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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Application Form

Financial Management Questions

* 1. What accounting system does your organization use?

List the name and a brief description of the system.

* 2. This grant will be on a cost reimbursement basis. What will be your organization's source of cash and how will your organization manage its cash flow between the time costs are incurred and reimbursed?

- * 3. Which of the following applies to your agency:
- Agency has expended over \$750,000 in federal funding in the last calendar year from all combined sources.
 - Agency has over \$200,000 in revenue from all combined sources.
 - Agency has less than \$200,000 in revenue from all combined sources.

* 3a. Date of most recent A-133 Audit, Financial Audit or Financial Review:



3b. Date sent to DCJ:



* 3c. Were there any findings, questioned costs or unallocated costs?

* 4. Does your accounting system separate all revenues and expenditures by funding source?

* 5. Does your accounting system track revenues and expenditures for

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Supplies & Operating

Financial Management Questions

- These questions indicate an agency's ability to comply with state and federal financial requirements
- Answer all questions regarding your accounting and financial management system
- If your program will generate project income, this will require program manager approval.
- These questions cover areas that will be monitored by DCJ staff
- Provide an explanation of NO answers where indicated
- Click *Save & Next* to proceed to the next screen

Certification

 DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 Big Project
Project Number:
2016-VU-16-003868

Crime Victims
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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

Summary

DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
2016 BQ Project
Project Number:
2016-VU-16-003868

Crime Victims
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Submission Summary

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Collaboration	Please Complete
Consultation	Please Complete
Continuation Applicants	Please Complete
Statement of Work	No Input Required
Project Summary	Please Complete
Victims Services	Please Complete
Goals & Objectives	Please Complete
Budget Information	No Input Required
Personnel	Please Complete
Personnel Match	No Input Required
Supplies & Operating	02/01/2016
Supplies & Operating Match	No Input Required
Travel	No Input Required
Travel Match	No Input Required
Equipment	No Input Required
Equipment Match	No Input Required
Professional Services & Consultants	No Input Required
Professional Services & Consultants Match	No Input Required
Indirect Costs	02/01/2016
Indirect Costs Match	No Input Required
Budget Total Request	Please Complete
Financial Management Questions	Please Complete
Certification	Please Complete

Notes:

- Collaboration list must contain between 1 and 3 items.
- Consultation list must contain between 1 and 3 items.
- Total value must be greater than 0 for the Purpose Area selected.
 - Complete the table with the required information.
 - Personnel list contains 1 incomplete item.
 - Cannot provide a future date.

What do I need to fix in my application before I can submit it in COGMS?

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

You must click the SUBMIT button in order to "send" us your application. This button will remain grayed out (and you won't be able to submit your application) until you have completed all sections of the application

Summary

- Click on the Application Section Name for items that need to be completed/corrected
- It may not always be clear what needs to be done for the *Please Complete* message; make sure all required fields are completed, make sure the Amount Requested under the Applicant Information Screen matches the total project amount in the Budget Total Request section
- You must click the *Submit* button to *send* us your application
- The *Submit* button will be grayed out until all sections of the application are completed correctly. Once all items are complete you will be able to click the *Submit* button
- You will receive an email confirmation that your application was received

How to Make a Copy of your Application

 **DebbieKa**

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
Dog Advocates
Project Number:
2014-VU-14-002487

Crime Victims
Services Grant
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Application Form

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Configure PDF Export

Select the formlets to be exported to PDF

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- Goals & Objectives
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- Collaboration --> Collaboration Details
- Personnel
- Personnel --> Personnel Details
- Personnel Match
- Personnel Match --> Personnel Details (Match)
- Supplies & Operating
- Supplies & Operating --> Supplies & Operating Details
- Supplies & Operating Match
- Supplies & Operating Match --> Supplies & Operating Details (Match)
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- Travel --> Travel Details
- Travel Match
- Travel Match --> Travel Details (Match)
- Equipment
- Equipment --> Equipment Details
- Equipment Match
- Equipment Match --> Equipment Details (Match)
- Professional Services & Consultants
- Professional Services & Consultants --> Professional Services / Consultants Details
- Professional Services & Consultants Match
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Select All Formlets

Unselect All Formlets

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How to Make a Copy of your Application

- To make a copy of your application
 - ❖ Click *Export to PDF* in left menu bar
 - ❖ Click *Select all Formlets* at the bottom of the screen
 - ❖ Click *Export to PDF* at the bottom of the screen
 - ❖ Save or print the application that opens in a different window
 - ❖ X out of the application in PDF to return to the application in COGMS and click *Summary* in the left menu bar

Additional Items to Include

- In addition to your electronically submitted application you must submit, via mail, the following items (postmarked by 3/1/16):

❖ *Required Attachments Checklist (on our website)*

<p>1. Audit or Financial Review (if applicable) and Management Letter- the Division of Criminal Justice requires all grantees to submit a current formal financial review or audit report every year. Applicants should submit a copy of their most current (2015) audit or financial review (if applicable) and their management letter with their application unless the most current one was submitted to DCJ within the last year.</p>	
<p>2. Organizational Chart – <i>with requested personnel highlighted. (Include personnel that would be paid with matching funds and/or associated with requested supplies and operating and equipment)</i></p>	
<p>3. Job Descriptions for:</p> <ul style="list-style-type: none"> • staff that would be paid for with CVS funds, • staff that will be using requested supplies and operating or equipment, • volunteer staff (<i>if volunteers are used as match</i>), • match staff (<i>if paid staff is used as match</i>) 	
<p>4. Board Members list (<i>nonprofit agencies only</i>)</p>	
<p>5. Proof of nonprofit status (<i>IRS determination letter for nonprofit agencies only</i>)</p>	
<p>6. Sample timesheet currently used by:</p> <ul style="list-style-type: none"> • the position(s) for which you are requesting CVS funding • volunteer staff (<i>if volunteers are used as match</i>) 	
<p>7. Indirect Rate Cost -</p> <ul style="list-style-type: none"> • Certification Form for the de minimus rate (submit only if your agency is requesting to use the 10% de minimus rate for indirect costs); certification form is available on our website. • If your agency has a federally approved indirect cost rate, please submit this documentation. 	

Applying for More than One Project

- Submit multiple applications if you have separate and distinct projects (if you currently receive multiple CVS grants, you will likely need to submit more than one application)
- If you are applying for the **VOCA Discretionary Training Funds**, you will need to submit a separate application
- If you are not sure if you should submit multiple applications, call us at 303-239-5719 to speak with a grant manager about your proposed project

Applying for More than One Project

Front Office Logout Help

DebbieKa Applicant: DCJ_CVS_UAT_PublicGovt (59110046) ▾

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Project Status: Open Projects ▾

Funding Opportunity Name: 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 | X | Y | Z

Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
🔍 2016 Big Project	2016-VU-16-003868	Crime Victims Services Grant Program 2016	DCJ_CVS_UAT_PublicGovt	59110046	In Progress

1

Applying for More than One Project

DebbieKa

Applicant: DCJ_CVS_UAT_PublicGovt (59110046) ▼

Create a Project

Funding Opportunity Name: Crime Victims Services Grant Program 2016

*** Applicant:** DCJ_CVS_UAT_PublicGovt (59110046)

*** Applicant Project Name:**

Save Save & Add Another

Save & Back Cancel

Front Office Portal

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Applicants

Applying for More than One Project

- Select *Projects* on the left menu bar after logging into COGMS
- Select the *Crime Victims Services Grant Program 2016* funding opportunity from the drop down menu
- Click the  icon to add a new project application

Getting Back into COGMS after Application Submission

- You can view your application in COGMS by:
 - ❖ Logging into COGMS
 - ❖ Entering your username & password
 - ❖ Clicking *Submissions* in the left menu bar
 - ❖ The other items in the left menu bar (Applicants, Funding Opportunity Registrations and Projects) are only used on occasion, you will primarily use the *Submissions* item in managing your grant

Helpful Hints

- Please read the application instructions in their entirety, including the Appendix. OVP staff has worked diligently to make this an all-inclusive, comprehensive, and helpful document. We greatly appreciate you reading this document prior to asking us questions, as it contains the answers to many of your questions. A recording of the webinar will be posted on our website no later than 2/11/2016.
- Because of the growing number of CVS grantees and the constant influx of new information, please visit our website regularly to stay updated and informed.
- Lastly, if you have read the instructions, visited our website, and still have questions, please reach out to your grant manager or to Ashley Riley Lopes at ashley.lopes@state.co.us or 303.239.5719.



Questions?

- Please call OVP if you have any problems or questions about how to use COGMS or about the application
- Our phone number is (303) 239-5719
- Our toll-free number is 1-888-282-1080
- You can also email questions to: ashley.lopes@state.co.us or to your grant manager
- If you need to set up an applicant profile, contact Kathy Holland at 303-239-4395 or via email at kathryn.holland@state.co.us