



Crime Victim Services Grant Program One-Time VOCA Project Application Instructions

Released:
August 28, 2015

Grant Period:
May 1, 2016 to April 30, 2017

One-Time VOCA Project Applications must be submitted on or before
Friday, September 25, 2015 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://g3.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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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, including the federal Victims of Crime Act (VOCA) Victim Assistance Fund, federal Violence Against Women Act (VAWA) fund, the federal Sexual Assault Services Program (SASP) fund and the state Victim Assistance and Law Enforcement fund (State VALE). However, these one-time funds relate to VOCA funds only and all of the funds must be spent in compliance with the established VOCA program guidelines. You do not have to be a current VOCA grant recipient to apply for one-time grant funds.

The federal Victims of Crime Act (VOCA), Victim Assistance Fund is a federal fund created to help victims of crime in the aftermath of their victimization. The fund is made up entirely of fines and other monetary penalties paid by federal criminal offenders, not taxpayers. Over the years, the amount of money in the fund has increased significantly but could not be distributed to the states because of a cap on the fund. In fiscal year 2015, Congress increased the cap on the fund to allow more of the money to go to the states and territories. This means Colorado's grant is going from \$7 million dollars (FY 2014) to \$32 million dollars (FY 2015).

In anticipation of this increase in funds, the Office for Victims Programs (OVP), which administers the VOCA program, met with its Crime Victim Services Advisory Board (CVSB) to discuss how best to distribute the funds. After discussion with the Board, the decision was made to use the funds in the following ways: 1) one-time, nonrecurring grantee costs; 2) special projects to address crime victim issues for victims throughout the state; and 3) OVP's 2017 – 2018 regular two-year funding process.

In addition to meeting with OVP's advisory board, staff conducted a needs assessment survey of current grantees and other stakeholders around the state and held forums in six locations around the state to gather input on how the funds could best be used in Colorado within the framework established by the Board. The information gathered from the survey and forums provided helpful guidance in shaping Colorado's plan for the funds.

The Crime Victim Services Advisory Board has the responsibility of making recommendations for this grant process. Specific information about the Board's funding philosophy 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 in detail. This information is available in the Appendix.

Please keep the following in mind as you write your application: Due to the Colorado Grants Management System (COGMS), if an agency is applying for more than one project, then multiple applications must be submitted, one for each project. If you are unsure whether to complete more than one application, please contact a OVP grant manager.

All applicants will be required to provide information about "match funding" in the application. We realize that it may be difficult to meet the VOCA match requirement of 20% of the total cost of the project. 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, including match waiver information, go to our website – <http://dcj.ovp.state.co.us/>, click the *OVP Grant Programs* button and look for the link titled *Application Process for One-Time VOCA Funds*.

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 the grant application webinar on 9/9/15 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 One-Time VOCA Funds* link after 9/9/15.
- All information provided in the application should be based on a 12-month time period 5/1/16 - 4/30/17. The one exception is for recurring personnel costs that you will be requesting during the regular funding process. These requests should be for 8 months, from 5/1/16 to 12/31/16. *Please note: recurring personnel costs will be considered an allowable expense if your program has a unique situation where it has recently been subject to a demonstrated significant funding loss directly affecting the organization's ability to support essential staff positions.*
 - 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 54).
- 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 One-Time Funds Application on-line through the Colorado Grant Management System (COGMS). COGMS can be accessed at: <https://q3.state.co.us/grantium/frontOffice.jsf>.
- You will need to use Internet Explorer version 8 or 9 (nothing higher) or Mozilla Firefox to access the COGMS system. The software can be downloaded at www.microsoft.com or www.mozilla.org.

PLEASE NOTE – 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. You will not be able to submit your project application until an Applicant Profile has been validated by the State. This validation process can take up to 5 days. You will receive an email from OVP when your Applicant Profile has been validated. You can fill out your project application while the validation is in process but you will not be able to submit your application until the validation process is completed. Applicant Profiles must be submitted by September 18, 2015. You must also register for the funding opportunity by September 18, 2015 (see instructions beginning on page 5).

- 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. Using your browser's arrow buttons 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.
- 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, authorized official, 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 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 Friday, September 25, 2015.

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

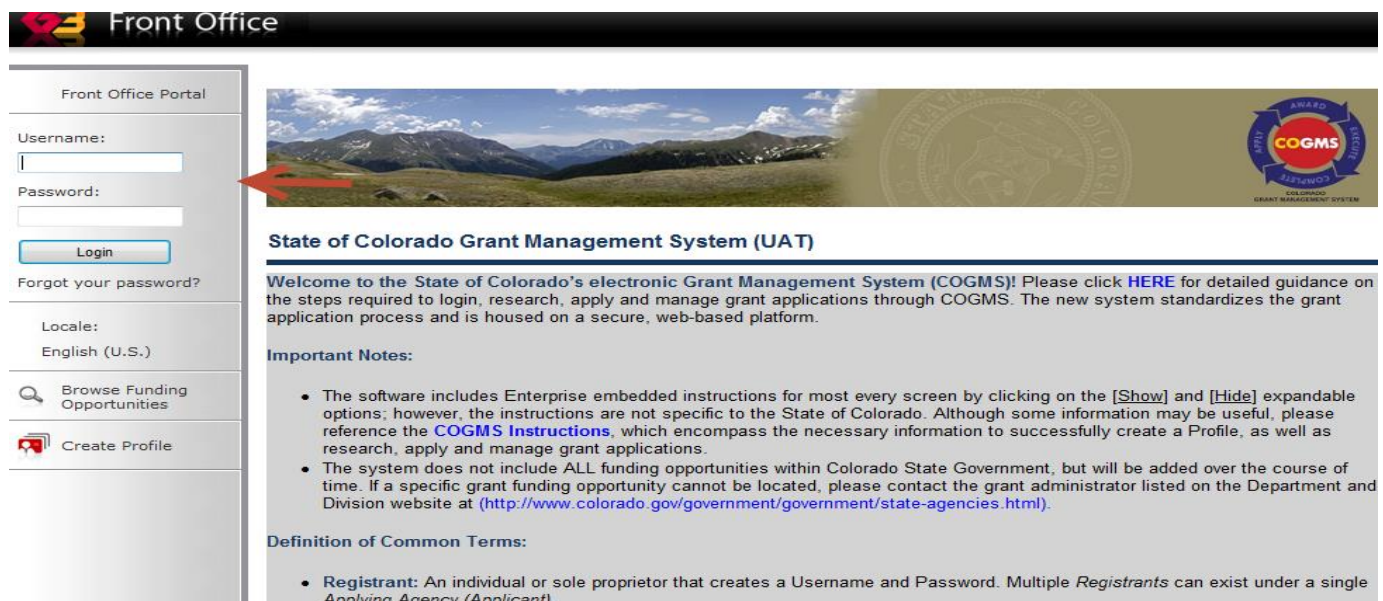
- Clicking Save, Save & Next, or Save & Back
- Navigating from one screen to another (don't use this option if you need to save changes or new information)

HOW TO APPLY FOR VOCA ONE-TIME NONRECURRING 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 completed by **September 18, 2015**. During this time applicants may work on their application though it cannot be submitted 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).


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


Front Office


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
Front Office Portal


Browse Funding Opportunities


Profile

My Account

Change Password


Workspace

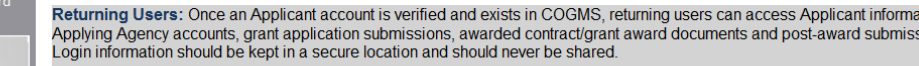
Applicants

Funding Opportunity Registrations

Projects

Submissions

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.

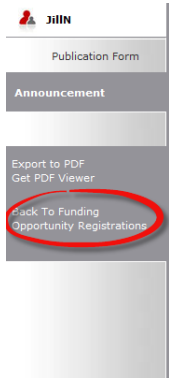
Please click [HERE](#) for detailed instructions to research, apply and manage grant applications through COGMS.

4. Find the Funding Opportunity titled *VOCA Victims of Crime Act One-Time Funding 2015* and click on the  symbol to the left of the title to view the Funding Opportunity (Announcement).

JHIN
Applicant: DOJ_CVS_2014 (86533291) ▼

		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					
		Crime Victims Services Grant Program 2014 - (CY16) Recontracting										1					Dec 31, 2010		Jan 1, 2021					
		Local Law Enforcement Grant 2014										0					Jun 25, 2014		Dec 31, 2020					
		National Criminal History Improvement Program 2015										0					Dec 1, 2014		Dec 31, 2025					
		Recover Colorado Business Grant and Loan Program										0					Apr 1, 2014		Dec 31, 2019					
		VOCA Victims of Crime Act One-Time Funding 2015										0					Aug 11, 2015		Dec 31, 2020					
		1 2																						

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

**Victims of Crime Act Fund (VOCA)
One-Time Nonrecurring Funding Announcement**


May 1, 2016 – April 30, 2017

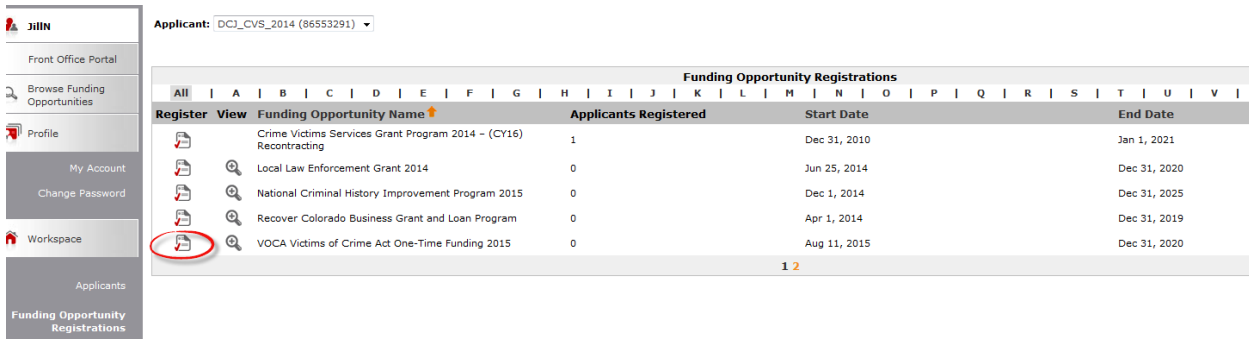
OFFERED THROUGH THE COLORADO DIVISION OF CRIMINAL JUSTICE
(OFFICE FOR VICTIMS PROGRAMS - OVP)

APPLICATION DEADLINE: FRIDAY, SEPTEMBER 25, 2015, 11:59 p.m.

About the Funding Agency

The Office for Victims Programs (OVP), a unit of the Colorado Division of Criminal Justice, is committed to the physical and emotional recovery of crime victims and to the restoration of victims' confidence in the criminal justice system. This year marks an exciting and significant milestone in the work of victim services on a national level, as Congress has increased the

6. Click on the  symbol to the left of the *VOCA Victims of Crime Act One-Time Funding 2015* Funding Opportunity (Announcement) to register for the funding opportunity.




Applicant: DCJ_CVS_2014 (86553291)

Funding Opportunity Registrations

Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
		Crime Victims Services Grant Program 2014 – (CY16) Recontracting	1	Dec 31, 2010	Jan 1, 2021
		Local Law Enforcement Grant 2014	0	Jun 25, 2014	Dec 31, 2020
		National Criminal History Improvement Program 2015	0	Dec 1, 2014	Dec 31, 2025
		Recover Colorado Business Grant and Loan Program	0	Apr 1, 2014	Dec 31, 2019
		VOCA Victims of Crime Act One-Time Funding 2015	0	Aug 11, 2015	Dec 31, 2020

1 2

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



Funding Opportunity Details

Funding Opportunity Name: VOCA Victims of Crime Act One-Time Funding 2015
Start Date: Aug 11, 2015
End Date: Jan 1, 2021

Funding Opportunity Registration

Are you sure you wish to register DCJ_CVS_2014 (86553291)?

Yes **Cancel**

8. Click the “back” button at the bottom of the screen.

JILIN Applicant: DCJ_CVS_2014 (86553291) ▾

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations

Funding Opportunity Details

Funding Opportunity Name: VOCA Victims of Crime Act One-Time Funding 2015
Start Date: Aug 11, 2015
End Date: Jan 1, 2021

Funding Opportunity Registration

DCJ_CVS_2014 (86553291) has been registered.

[Back](#)

9. Click the Projects link on the left menu bar.

JILIN Applicant: DCJ_CVS_2014 (86553291) ▾

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

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
Register	View	Funding Opportunity Name ↑	Applicants Registered	Start Date	End Date																
		Crime Victims Services Grant Program 2014 - (CY16) Recontracting	1	Dec 31, 2010	Jan 1, 2021																
		Local Law Enforcement Grant 2014	0	Jun 25, 2014	Dec 31, 2020																
		National Criminal History Improvement Program 2015	0	Dec 1, 2014	Dec 31, 2025																
		Recover Colorado Business Grant and Loan Program	0	Apr 1, 2014	Dec 31, 2019																
		VOCA Victims of Crime Act One-Time Funding 2015	1	Aug 11, 2015	Dec 31, 2020																
					1 2																

10. In the Funding Opportunity Name box, choose *VOCA Victims of Crime Act One-Time Funding 2015* from the drop down menu.

JILIN Applicant: DCJ_CVS_2014 (86553291) ▾

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Project Status: Open Projects ▾

Funding Opportunity Name: VOCA Victims of Crime Act One-Time Funding 2015 ▾

Projects

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

Applicant: DCJ_CVS_2014 (86553291) ▾

Project Status: Open Projects ▾

Funding Opportunity Name: VOCA Victims of Crime Act One-Time Funding 2015 ▾

Projects

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 Security Improvement or Victim Advocacy Technology Improvement). Click “Save & Back” once you have entered your project name.

Applicant: DCJ_CVS_2014 (86553291) ▾

Create a Project

Funding Opportunity Name: VOCA Victims of Crime Act One-Time Funding 2015

* Applicant: DCJ_CVS_2014 (86553291)

* Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

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

JILLN

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants


Funding Opportunity Registrations

Projects

Submissions

Applicant: DCJ_CVS_2014 (86553291) ▼

All	A	B	C	D	E	F	G	H	I
Register	View	Funding Opportunity Name	Applicant						
		Crime Victims Services Grant Program 2014 - (CY16) Recontracting	1						
		Local Law Enforcement Grant 2014	0						
		National Criminal History Improvement Program 2015	0						
		Recover Colorado Business Grant and Loan Program	0						
		VOCA Victims of Crime Act One-Time Funding 2015	1						

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

JILLN

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects


Submissions

Applicant: DCJ_CVS_2014 (86553291) ▼

[Hide Filters] [Clear Filters]

Submissions Filters

Applicant Project Name: Victim Advocacy Technology Improvement ▼


Date Submitted: On ▼ 

Project Status: Open Projects ▼

Submission Version: Latest Version ▼


Associate Type: All ▼

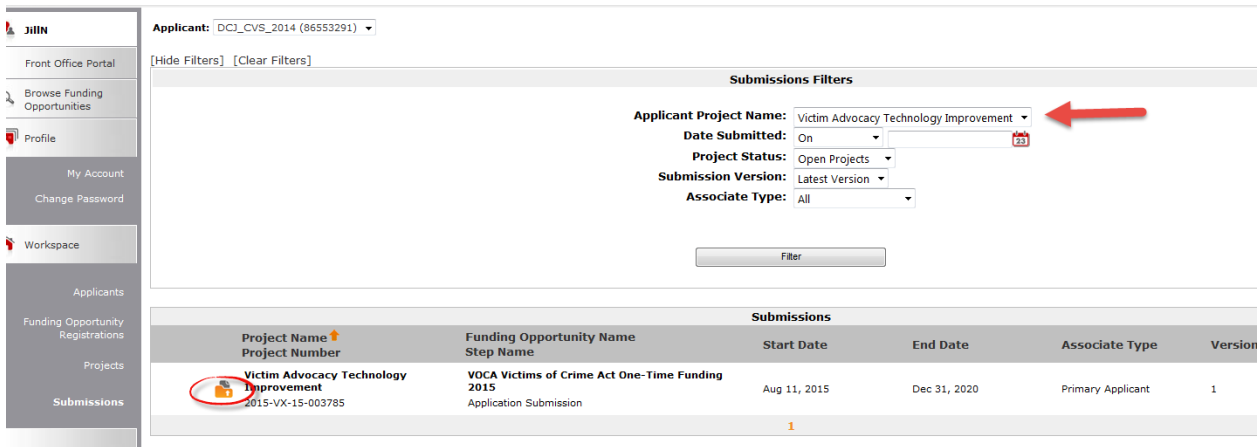
Filter

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Vers
 Victim Advocacy Technology Improvement 2015-VX-15-003785	VOCA Victims of Crime Act One-Time Funding 2015 Application Submission	Aug 11, 2015	Dec 31, 2020	Primary Applicant	1

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: DCJ_CVS_2014 (86553291) ▼

[Hide Filters] [Clear Filters]

Submissions Filters


Applicant Project Name: Victim Advocacy Technology Improvement ▼ 

Date Submitted: On ▼ 

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
 Victim Advocacy Technology Improvement 2015-VX-15-003785	VOCA Victims of Crime Act One-Time Funding 2015 Application Submission	Aug 11, 2015	Dec 31, 2020	Primary Applicant	1

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. Complete the fields that are highlighted below.

Applicant Information

VOCA Victims of Crime Act One-Time Funding 2015

Project Information

Project Title: Victim Advocacy Technology Improvement

Project Number: 2015-VX-15-003785-12

*** Project Director:** Cady Nore

Executive Director: Jane Jones

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

*** Requested Amount(\$):** \$85,007

Project Duration:

*** From:** 05/01/2016

*** To:** 04/30/2017

Applicant Details

Applicant Agency Name: DCJ_CVS_UAT_For Profit_4

Applicant Legal Name: DCJ_CVS_2014

DUNS(+4) Number: 444444444444

*** SAM Expiration Date:** 12/31/2014

Tax Identification #: 6666666666

Entity Type: For Profit

Entity Sub-Type: Clinic

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

Callout: Only change these dates if your project duration will be less than one year. For example 5/1/16 - 12/31/16

PROJECT TITLE: This field is pre-populated.

PROJECT NUMBER: The COGMS will automatically generate this number.

PROJECT DIRECTOR: This field is pre-populated. 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.

TYPE OF FUNDING FOR THIS PROJECT: This field is pre-populated. All projects are considered new in this funding process.

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: The project period for the VOCA one-time funds is May 1, 2016 to April 30, 2017. If you anticipate an abbreviated project period (such as 8 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.

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, Signature Authority, and Executive Director (if applicable). 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.

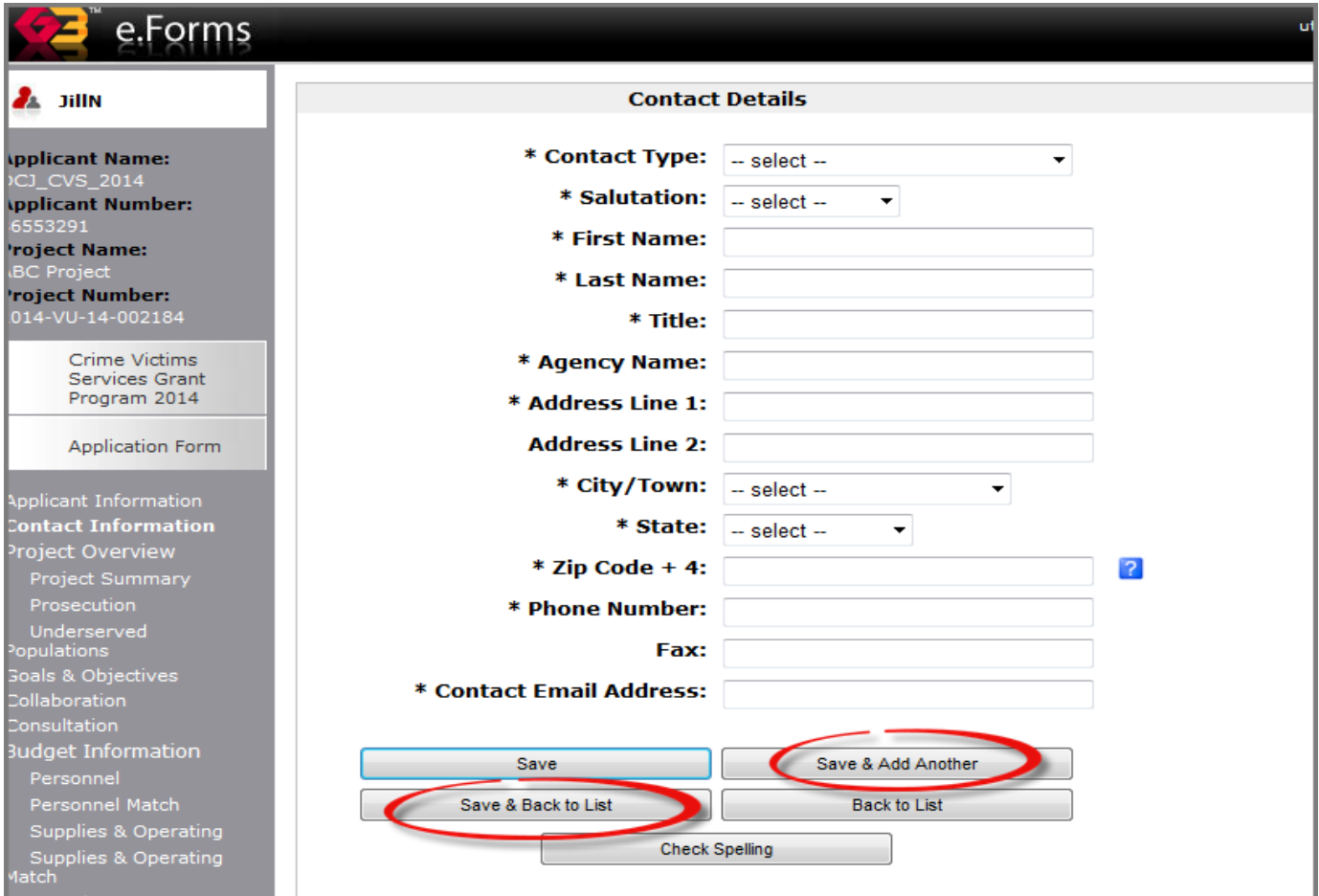
View	Contact Type	First Name	Last Name	Phone	Email
	Primary Contact	Jill	Nore	303-239-4500	Jill@UAT.com
	Signature Authority	Doyle	Dog	303-810-5928	doyle@ble.org
	Financial Officer	Ginger	O'Donnell	303-810-5900	Ginger@ble.org
	Project Director	Cady	Nore	303-810-5900	patch@ble.org
	Executive Director	Jane	Jones	303-239-5719	cdps_dcj_ovp@state.co.us

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:**

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

 JILIN

Applicant Name:
DCJ_CVS_2014
Applicant Number:
86553291
Project Name:
Victim Advocacy
Technology Improvement
Project Number:
2015-VX-15-003785

VOCA Victims of
Crime Act One-Time
Funding 2015

Application Form

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Travel Match
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Equipment Match
Professional Services
PI/S Match
Indirect Costs
Indirect Costs Match
Federal Indirect
Total Request
Financial Management
Certification
Summary

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

Capacity and Project Factors

*** Type of Project:**
Available Items:
Sexual Assault Nurse Examiner (SANE)
Domestic Violence
Victim Services
Sexual Assault Project
Other

Add All Add Remove Remove All

Selected Items:

*** Agency Description:**
Briefly describe the purpose of your agency. See instructions for further information. (maximum length = 1,000 characters)

*** Agency Qualification:**
Describe your agency's experience with providing direct crime victim services and in managing federal/state funds. See instructions for further information. (maximum length = 1,000 characters)

*** Prior CVS Funding:** Yes

Year	Amount Awarded	Grant Number	Project Title

*** 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 = 5,000 characters)

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

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

The additional fields below will become visible if YES is selected.

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

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 2014.

AGENCY QUALIFICATION: Describe your agency's experience with providing direct crime victim services and 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 has received funds from CVS, select YES and complete the table that appears listing each grant year, the amount awarded, the grant number, and the project title. Include 2014 and 2015 funds (if applicable).

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 (Statements 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.

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

JIIN

Applicant Name:
CJ_CVS_2014

Applicant Number:
5553291

Project Name:
Victim Advocacy
Technology Improvement

Project Number:
015-VX-15-003785

VOCA Victims of
Crime Act One-Time
Funding 2015

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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.).**
(maximum length = 4,000 characters)

*** B. How did you determine the underserved population(s)? Cite your source(s).**
(maximum length = 4,000 characters)

Save Save & Back **Save & Next**

Back Next

Check Spelling

- 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.

Click on the "Save & Next" Button

COLLABORATION

JIIN

Applicant Name:
DCJ_CVS_2014

Applicant Number:
96553291

Project Name:
Victim Advocacy
Technology Improvement

Project Number:
2015-VX-15-003785

VOCA Victims of
Crime Act One-Time
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Collaboration

List the three agencies with which your agency coordinates 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.

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."

Click on the "Next" Button

STATEMENT OF WORK

PROJECT SUMMARY

Statement of Work: Project Summary

*** Project Summary:**
Include a brief description of your project. See instructions for further information. (maximum length = 1,000 characters)

*** Project Description:**
Describe how these non-reoccurring one-time expenditures will support the expansion or enhancement of the delivery of services to crime victims. (maximum length = 6,500 characters)

*** Purpose Area:** Victims Services

*** Does your agency assist victims with applying for Victim's Compensation?** -- select --

*** Does your agency utilize volunteers?** -- select --

IMPORTANT! In order to be eligible to receive VOCA funding, your agency must assist victims with applying for Victim's Compensation and utilize volunteers.

Save Save & Back **Save & Next**

Back Next

Check Spelling

PROJECT SUMMARY: Provide a brief description of your proposed project which will be used to notify the Governor of 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 this situation, since these are for one-time nonrecurring projects, describe the specific component of your program, i.e. technology, notification system, etc. If you are applying for recurring personnel costs, clearly explain the unique situation where your program has recently been subject to a demonstrated significant funding loss. Explain how that funding loss is directly affecting your organization's ability to support essential staff positions. See the information in the Appendix (beginning on page 54) for the specific types of services that are eligible and allowable costs.

PURPOSE AREA: This field is pre-populated. All VOCA projects are considered victim services.

VICTIM COMPENSATION: Choose YES or NO from the drop-down window options. In order to be eligible to receive VOCA funding, your agency must assist victims with applying for Victim's Compensation.

VOLUNTEERS: Choose YES or NO from the drop-down window options. In order to be eligible to receive VOCA funding, your agency must utilize volunteers.

Click on the "Save & Next" Button

VICTIM SERVICES

Estimate the number of primary and secondary victims who will benefit from this nonrecurring one-time project during the 12-month grant period (5/1/16 – 4/30/17).


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. Please go to page 25 for helpful information regarding how to estimate the number of victim services. Provide only the number of victims who will receive services from the requested VOCA grant funded personnel for the period (5/1/16 – 12/31/16).

Unduplicated Victim Count: 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.

- **Victim Services Type of Crime:**

Indicate the number of primary and secondary victims who will benefit from this nonrecurring one-time project. "Other Violent Crimes" may include other chargeable crimes in which there has been an identified victim such as kidnapping, harassment, intimidation, arson, or "hate crime." Although a person may be a victim of multiple crimes, they should be counted only once using the predominant crime. Use the "Recalculate" button to calculate your unduplicated total. **Please note that adult sexual assault includes victims age 13 and above.**

 **JILIN**

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DCJ_CVS_2014
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VOCA Victims of
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Personnel Match
Supplies/Operating
S/O Match
Travel

Statement of Work: Victims Services

*** Victims Services Type of Crime:**
Provide only the number of victims who will benefit from this nonrecurring one-time project during the 12-month period. See instructions for further information.

Type of Crimes	Est. # of Victims
Child Physical Abuse	<input type="text"/>
Child Sexual Abuse	<input type="text"/>
Children Who Witness Domestic Violence	<input type="text"/>
Domestic Violence	<input type="text"/>
Dating Violence	<input type="text"/>
Stalking	<input type="text"/>
Adult Sexual Assault	<input type="text"/>
Adults Molested as Children	<input type="text"/>
Survivors of Homicide Victims	<input type="text"/>
Robbery	<input type="text"/>
Vehicular Assault or Homicide, DUI/DWI Crashes, or Careless Driving Resulting in Death	<input type="text"/>
Assault	<input type="text"/>
Elder Abuse	<input type="text"/>
Other Violent Crimes (See instructions)	<input type="text"/>
UNDUPLICATED TOTAL	<input type="text" value="0"/>

Recalculate

Travel
Travel Match
Equipment
Equipment Match
Professional Services
PI/S Match
Indirect Costs
Indirect Costs Match
Federal Indirect
Total Request
Financial Management
Certification
Summary

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*** Victims Services Type of Services:**
List the number of victims receiving the following services as a result of this project. No single entry/category in this table can exceed the TOTAL NUMBER OF VICTIMS in the table above.

Type of Services	Est. # of Victims
Crisis Counseling/Crisis Intervention (in person)	<input type="text"/>
Follow-up (Includes crisis intervention by phone)	<input type="text"/>
Therapy	<input type="text"/>
Group Treatment/Support	<input type="text"/>
Shelter/Safehouse	<input type="text"/>
Information/Referral (in person)	<input type="text"/>
Criminal Justice Support/Advocacy	<input type="text"/>
Emergency Financial Assistance	<input type="text"/>
Emergency Legal Advocacy (attorney assistance)	<input type="text"/>
Victim Compensation Assistance (Required)	<input type="text"/>
Personal Advocacy	<input type="text"/>
Telephone Contact	<input type="text"/>
Civil Legal Advocacy (advocate assistance)	<input type="text"/>
Forensic Exam	<input type="text"/>
Hospital/Clinic/Medical Response	<input type="text"/>
Language Services	<input type="text"/>
Transportation	<input type="text"/>
Transitional Housing	<input type="text"/>
Other	<input type="text"/>

Recalculate

SaveSave & BackSave & NextBackNext

- **Victim Services Type of Services:**

Number of Victims Receiving Each Type of Service: Estimate the number of victims who will receive each type of service as a result of this project during the grant period (5/1/16-4/30/17). 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. Provide only the number of services that will be provided by the requested VOCA grant funded personnel for the period. A victim may receive the same type of service more than once (i.e. counseling), but the type of service can be counted only once during the grant period. 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 from the previous screen is 100, then “100” is the maximum number allowed in each of the service categories.

Definitions of Types of Service

- **Crisis Counseling/Crisis Intervention (in-person):** Refers to **face-to-face** crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- **Follow-up (includes crisis intervention by phone):** Refers to victim contacts, including: in-person contacts, telephone contacts, and written communications with victims. Follow-up services may include case status, emotional support, counseling, empathetic listening, check on a victim's progress, etc.
- **Therapy:** Refers to intensive professional psychological and/or psychiatric treatment for individuals and family members arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- **Group Treatment/Support:** Refers to the coordination and provision of supportive group activities/treatment and includes peer support, organized social support, etc.
- **Shelter/Safehouse:** Refers to **providing** short-term housing and related support services to victims and families following victimization.
- **Information & Referral (in person):** Refers to **face-to-face** contacts with victims during which time services and available support are identified.
- **Criminal Justice Support/Advocacy:** Refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
- **Emergency Financial Assistance:** Refers to assistance with transportation, food, clothing, emergency housing, etc.
- **Emergency Legal Advocacy (attorney assistance):** Refers to civil legal services provided by an attorney and/or paralegal (e.g. immigration assistance for victims of domestic violence and sexual assault).
- **Victim Compensation:** Refers to the project staff making the victim aware of victim compensation funds in Colorado. The staff does not necessarily have to assist the victim with completing the required forms, gathering needed documentation, or following-up with contacting the victim compensation agency on behalf of the victim, but must, at a minimum, ask victims (who may be eligible for Victim Compensation funds) if they are aware of victim compensation services and if they know how to access information about victim compensation. This service must be provided by all VOCA grantees.
- **Personal Advocacy:** Refers to assisting victims and surviving family members in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workers' compensation, unemployment benefits, public assistance, etc.

- **Telephone Contact:** Refers to contacts with victims during which time services and available support are identified.
- **Civil Legal Advocacy (advocate assistance):** Refers to assistance with filing temporary protection orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions. Also refers to accompanying victims to court proceedings. **Does not include** criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
- **Forensic Exam:** Refers to exams conducted by a sexual assault nurse examiner or other qualified sexual assault forensic examiner to collect and preserve evidence.
- **Hospital/Clinic/Medical Response:** Refers to accompanying or meeting a victim at a hospital/clinic for a forensic exam or medical treatment as a result of a crime.
- **Language Services (interpretation):** Refers to direct assistance to victims who do not speak English as their primary language so that they may fully participate in the criminal justice system and/or receive necessary services.
- **Transportation:** Refers to assistance provided to victims who need help getting to necessary appointments and services as a result of being victimized.
- **Transitional Housing:** Refers to an apartment or single-family unit that is used by victims/survivors for a period of time from six (6) months to two (2) years and usually includes a case management component that would include a work plan for what the client decides to accomplish while staying at the facility in preparation for self-sufficiency.
- **Other:** Refers to other allowable services and activities as a result of a crime not otherwise listed, i.e. violation of protection orders, VRA, or death notification where a crime has occurred.

Click on the “Save & Next” Button

Helpful Information Regarding How to Correctly Estimate Numbers of Victims and Services.

- For example, if you are requesting a computer for a victim advocate, estimate the numbers of victims that particular advocate will serve.
- For example, if you are requesting recurring funds to support 50% of the full-time salary of a direct service victim advocate who will serve a total of 100 victims during the grant period (5/1/16 – 12/31/16), 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.

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).

Statement of Work: 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 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 100 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 = 5,000 characters)

maximum length 5000 characters

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.

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: 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 new computers, printers, and 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				

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: 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 8 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 8 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 8 month grant period.

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 8 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 8 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 8 month grant period.

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 one-time nonrecurring budget request is for a 12-month (5/1/16 – 4/30/17) period.
- Recurring personnel costs will be considered an allowable expense only if your program has a unique situation where it has recently been subject to a demonstrated significant funding loss directly affecting the organization's ability to support essential staff positions. These personnel costs may only be requested for the period of (5/1/16 – 12/31/16).
- 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. This information is located in the Appendix of these Instructions.
- VOCA funds may support only the prorated share of an item that is not used exclusively for victim-related activities. (Example: a shelter that provides services to 20% of its clients who are non-VOCA eligible crime victims (i.e. homeless persons), could only request 80% of the cost of the requested item).
- 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;
 - Explain how the calculations were determined (be specific).

MATCH: Federal VOCA regulations require agencies to provide 20% match (if awarded funding, new program applicants without a demonstrated record of providing direct victim services, will be required at the time of contracting to provide 25% match from non-federal sources). However, 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. 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. 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 funds, you will receive additional information about the process for requesting a match waiver.

To calculate the total match required simply divide the total VOCA funds requested by **4**.

Example:

- \$187,815 divided by 4 = \$46,954. **Round up to the nearest dollar if the cents is \$.50 or more.** In this example, \$46,954 will be the amount of your match. **Remember** – you cannot use any federal funds as match on your VOCA 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 VOCA grants.**

- **In-Kind Match:** A specified amount of **non-cash contributions** (assigned a dollar value) designated for the funded project in addition to the VOCA 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 one-time VOCA 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.
- 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.

PERSONNEL (TOTALS SUMMARY)

	Annual Amount (\$)	Total To Be Paid By Grant Funds (\$)
Totals	\$50,000	\$25,000

These gray areas will calculate as you add each item.

Application Form

Applicant Information
Contact Information
Capacity/Factors
Service Area
Underserved
Collaboration
Statement of Work
Project Summary
Victims Services
Goals & Objectives
Budget Information
Personnel
Personnel Match

Applicant Name: JIJIN
Applicant Number: 6553291
Project Name: Victim Advocacy Technology Improvement
Project Number: 015-VX-15-003785




VOCA Victims of Crime Act One-Time Funding 2015

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

Victim Services Coordinator/Mary Smith \$50,000 \$25,000

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: Victim Services Coordinator/Mary Smith

	Annual Amount (\$)	% To Be Paid By Grant Funds	Total To Be Paid By Grant Funds (\$)
Salary	\$40,000	50.00%	\$20,000
Fringe	\$10,000	50.00%	\$5,000
TOTALS	\$50,000		\$25,000

Hours per week position works for agency: 30

Budget Narrative and Justification:

(maximum length = 1,000 characters)

This is a one-time request. A Victim Services Coordinator will be hired to collaborate with ABC Technology Inc. to customize the case tracking database to fit agency needs and new VOCA demographic-tracking requirements. This position will work a total of 30 hours per week for the agency and this request is for 50% of his/her 30-hour position. Salary (\$40,000 x .50% VOCA one-time) = \$20,000. Estimated annual benefits include Health and Dental (\$6,000), employer portion of retirement (\$2,425), Medicare (\$700), Disability and Life Ins. (\$875)=\$10,000 x 50% VOCA=\$5,000

The gray fields will automatically calculate.

Personnel Details

Position Title and Name: Shelter Advocate

	Annual Amount (\$)	% To Be Paid By Grant Funds	Total To Be Paid By Grant Funds (\$)
Salary	\$20,000	25.00%	\$5,000
Fringe	\$5,000	0.00%	\$0
TOTALS	\$25,000		\$5,000

Hours per week position works for agency: 20

Budget Narrative and Justification:

(maximum length = 1,000 characters)

This is a recurring personnel request for our shelter advocate position. This position is currently funded by VAWA and local VALE funds. Our local VALE board recently cut the funding for this position by 25% due to decreased collections. This shelter advocate position is critical to the overall security of our shelter. This position works 20 hours per week for the agency. This request is for 25% of his/her salary only and no benefits. (\$20,000 x 25% = \$5,000). This will allow us to continue this position through 12/31/16.

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 VOCA grant funds in the “total to be paid by grant funds” column. If this is for a recurring position, the salary should be for a 8 month period of time.

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 VOCA 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 VOCA 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 VOCA 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 VOCA 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 one-time nonrecurring project. If the request is for recurring personnel costs, explain the unique situation that makes this request necessary. Please see the examples on the previous page.

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 (when possible the personnel category). Your accounting system must be able to track the exact matching funds. Please see the information on pages 33-34 for more details about match.

Budget: Personnel (Match)

Amount Requested (\$) Match (\$)

Total \$30,000 \$21,252

[Show Filters] [Clear Filters]

View	Item	Type of Match	Budget Narrative and Justification	Total (\$)
	Mary Smith Salary	Cash	Total match requirement is \$21,252 (Total budget request of \$85,007 divided by 4). County funds c...	\$21,252

1

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: Mary Smith Salary

* 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)

Total match requirement is \$21,252 (Total budget request of \$85,007 divided by 4). County funds contributed to Mary's Smith's salary will be used as cash match.

* Total(\$): \$21,252

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 33-34 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.

Budget: Supplies & Operating

Each individual item listed must be **UNDER \$5,000** 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 \$6,700

These gray areas will calculate as you add each item.

View	Item	Budget Narrative and Justification	Total (\$)
	Computer	The request is for 100% of 1 computer for the bi-lingual victim advocate. 100% of his/her time is...	\$1,500
	Shelter Furniture	The request is for 10 new beds for our domestic violence shelter. Each bed will cost \$400. We ar...	\$4,000
	Training Registration	Four advocates will be attending XYZ training. The registration fee is \$400 x 4 advocates = \$1,60...	\$1,200

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.

Supplies & Operating Details

* **Item:** Computer

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

The request is for 100% of 1 computer for the bi-lingual victim advocate. 100% of his/her time is spent providing victim services. The total cost of one computer and monitor is \$1,500.

* **Total(\$):** \$1,500

Buttons: 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 listed in the Appendix.

Total (\$): Enter the total amount requested from VOCA 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 33-34. 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, 2015), shown below, should be used.

- **Mileage:** \$.52 per mile for use of personal vehicle.
- **Lodging:** In-state 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	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
Incidental *	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
TOTAL	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00

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

CO City	County	Per Diem
Aspen	Pitkin	\$71
Boulder/Broomfield	Boulder/Broomfield	\$61
Colorado Springs	El Paso	\$66
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 \$46.00 for travel to that locale should be applied.

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.

Totals Summary

Amount Requested (\$)
Total \$1,382

The gray area will calculate as budget items are added.

Application Form

Applicant Name: DCJ_CVS_2014
Applicant Number: 86553291
Project Name: Victim Advocacy Technology Improvement
Project Number: 2015-VX-15-003785

VOCA Victims of Crime Act One-Time Funding 2015

Application Form

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Supplies/Operating

Budget Narrative and Justification

View	Item	Budget Narrative and Justification	Total (\$)
	Lodging @ XYZ Training for four advocates	This training is for 4 nights, 5 days in Colorado Springs, CO at \$100 per night per person. 4 sta...	\$1,200
	Mileage @ XYZ Training for 4 advocates	The round trip mileage from our office to the training in Colorado Springs is 175 miles. The four...	\$182

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: Lodging @ XYZ Training for four advocates

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

This training is for 4 nights, 5 days in Colorado Springs, CO at \$100 per night per person. 4 staff x \$100 x 4 nights = \$1,600. Our newer advocates will enhance their victim advocacy skills by attending this extended training opportunity. We are requesting 75% of the cost \$1,600 x 75% = \$1,200.

* Total(\$): \$1,200

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

Item: (Maximum length 50 characters)

Budget Narrative & Justification: (Maximum length 1000 characters) Explain the costs being requested from VOCA 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 VOCA 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 33-34. 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 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.

“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.

Budget: Equipment (\$5,000 and Over)

Each individual piece of equipment must be listed, **\$5,000 and over**, 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.

Totals Summary

Amount Requested (\$)
Total \$26,750

The gray area will calculate as budget items are added.

View	Item	Budget Narrative and Justification	Total (\$)
	Network Server	The request is for 75% of the cost of a new network server Total cost of the new server is \$25,00...	\$18,750
	Security System	The request is for a new security system for our domestic violence shelter. The total cost of the...	\$8,000

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

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: Security System

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

The request is for a new security system for our domestic violence shelter. The total cost of the security equipment will be \$10,000. We are requesting 80% of the costs (\$10,000 x 80% = \$8,000). Our current system is broken. A functional security system is critical to the safety of the survivors and staff.

* Total(\$): \$8,000

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

Item: (Maximum length 50 characters)

Budget Narrative & Justification: (Maximum length 1000 characters) Explain the costs being requested from VOCA 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 VOCA for the item.

EQUIPMENT MATCH

Please see the match instructions provided on pages 33-34. 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. If you are requesting funds in this budget category, you will be required to submit a DCJ Form 16, along with an original contract agreement between your agency and the Professional/Consultant, outlining the services, price and terms agreed upon.

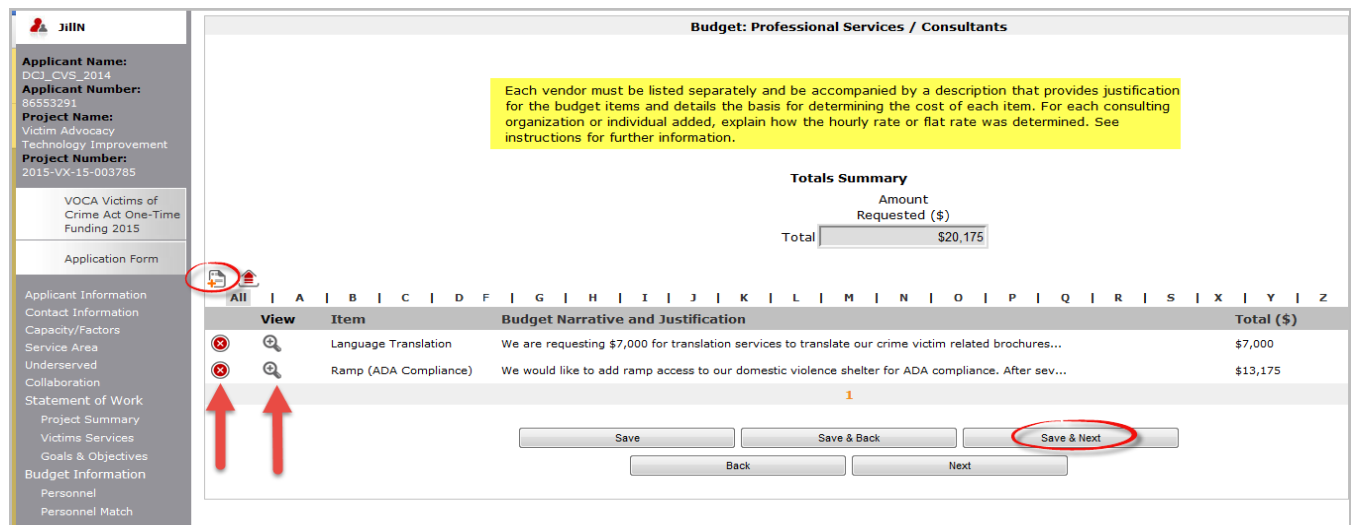
Professional services should be procured competitively. **Sole source contracts must be justified** and are subject to prior approval. Sole source is procurement through the solicitation of a proposal from only one source or after solicitation of a number of vendors when competition is determined inadequate.

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



Budget: Professional Services / Consultants

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 \$20,175

View	Item	Budget Narrative and Justification	Total (\$)	
		Language Translation	We are requesting \$7,000 for translation services to translate our crime victim related brochures...	\$7,000
		Ramp (ADA Compliance)	We would like to add ramp access to our domestic violence shelter for ADA compliance. After sev...	\$13,175

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: Ramp (ADA Compliance)

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

We would like to add ramp access to our domestic violence shelter for ADA compliance. After several estimates, we have selected ABC Contractor to complete the installation of this ramp. The total cost will be \$15,500. This total includes labor and materials. We are requesting VOCA funds to cover 85% of the total cost of this project. \$15,500 x 85% = \$13,175

* Total(\$): \$13,175

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 VOCA for the service.

PROFESSIONAL SERVICES/CONSULTANTS MATCH

See the match instructions provided on pages 33-34. 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* & then the *Application Process for One-Time VOCA Funds* link.

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 33-34. 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:
DCJ_CVS_2014

Applicant Number:
86553291

Project Name:
Victim Advocacy
Technology Improvement

Project Number:
2015-VX-003785

VOCA Victims of
Crime Act One-Time
Funding 2015

Application Form

Applicant Information
Contact Information
Capacity/Factors
Service Area
Underserved
Collaboration
Statement of Work
Project Summary
Victims Services
Goals & Objectives
Budget Information
Personnel
Personnel Match
Supplies/Operating
S/O Match
Travel
Travel Match
Equipment
Equipment Match
Professional Services
PI/S Match
Indirect Costs
Indirect Costs Match
Total Request
Financial Management
Certification
Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Budget Total Request

The gray areas will calculate as budget items are added

	Amount Requested (\$)	Match (\$)	Total Budget (\$)
PERSONNEL	\$30,000	\$0	\$30,000
SUPPLIES & OPERATING	\$6,700	\$0	\$6,700
TRAVEL	\$1,382	\$0	\$1,382
EQUIPMENT	\$26,750	\$0	\$26,750
PROFESSIONAL SERVICES/CONTRACT CONSULTANTS	\$20,175	\$0	\$20,175
INDIRECT/ADMIN COSTS	\$0	\$0	\$0
GRAND TOTAL	\$85,007	\$0	\$85,007

Match Calculation:

Grantee Match Requirement	Match Amount Required	Current Calculated Match Percentage
20%	\$21,252	0.00%

A 20% 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 20% match requirement may result in a denial of project funding.

Recalculate and Save

Will you be requesting a match waiver because your agency is unable to provide match? Yes

If yes, you must read the instructions to apply for a match waiver.

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. (maximum length = 2,000 characters)

Additional Project Funding

*** Will this project be funded using ADDITIONAL FUNDS other than those provided from this grant?** Yes

If "Yes", list the type and approximate amount of other funding that will be used to support this project. Do not include in-kind match.

	Description	Amount (\$)
Federal		
State		
County Government		
Municipal Government		
Local VALE		
Private		
Other (Specify)		
ADDITIONAL PROJECT FUNDING TOTAL:		\$0

Recalculate

Save Save & Back **Save & Next**

Back Next

Check Spelling

This warning message will appear if the matching funds you have entered are too low. The second column above the warning message will tell you the "match amount required" which is your amount requested divided by 4.

The boxes below will only appear when "yes" is selected here

This budget grid automatically populates all VOCA 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 20%, the following warning message will appear below the budget total request grid: *“A 20% 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 20% match requirement may result in a denial of project funding.”*

If awarded funding, new program applicants without a demonstrated record of providing direct victim services, will be required at the time of contracting to provide 25% match from non-federal sources.

CURRENT FUNDING

In the box provided, describe how the requested budget items are currently being funded; if applicable. If the question is not applicable, type “N/A” in the box.

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. 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

Application Information:

- Applicant Name: DCJ_CVS_2014
- Applicant Number: 6553291
- Project Name: Victim Advocacy Technology Improvement
- Project Number: 015-VX-15-003785

VOCA Victims of Crime Act One-Time Funding 2015

Application Form

Applicant Information
Contact Information
Capacity/Factors

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.ovp.state.co.us/>. ☐

Buttons: Save, Save & Back, **Save & Next** (highlighted), 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

e.Forms Logout

Submission Summary

Page	Last Updated
Applicant Information	Please Complete
Contact Information	Please Complete
Capacity/Factors	Please Complete
Underserved	Please Complete
Collaboration	Please Complete
Statement of Work	No Input Required
Project Summary	Please Complete
Victims Services	08/24/2015
Goals & Objectives	Please Complete
Budget Information	No Input Required
Personnel	08/25/2015
Personnel Match	08/25/2015
Supplies/Operating	08/25/2015
S/O Match	No Input Required
Travel	08/25/2015
Travel Match	No Input Required
Equipment	08/25/2015
Equipment Match	No Input Required
Professional Services	08/25/2015
PI/S Match	No Input Required
Indirect Costs	No Input Required
Indirect Costs Match	No Input Required
Total Request	Please Complete
Financial Management	Please Complete
Certification	Please Complete

Notes:

- SAM expiration date must be on or after the transaction date. Grantee must update the SAM Expiry Date in their Applicant Profile.
- Zip Code must be of the format 12345-1234 only.
- Contact Information list contains 1 incomplete item.
- Collaboration list must contain between 1 and 3 items.
- Complete the table with the required information.

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 VOCA 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 correctly.

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 One-Time VOCA Funds link. Print, complete and submit the checklist along with your documentation. Do not email this information.

Other important information regarding the application process is also available in this section of our website.

Mailing Address

Division of Criminal Justice
Office for Victims Programs
700 Kipling Street
Suite 1000
Denver, CO 80215

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).

Applicant: DCJ_CVS_2014 (86553291)

Project Status: Open Projects

Funding Opportunity Name: VOCA Victims of Crime Act One-Time Funding 2015

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number
Victim Advocacy Technology Improvement	2015-VX-15-003785	VOCA Victims of Crime Act One-Time Funding 2015	DCJ_CVS_2014	86553291

Create a Project

Funding Opportunity Name: VOCA Victims of Crime Act One-Time Funding 2015


* Applicant: DCJ_CVS_2014 (86553291)

* 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. Select the VOCA Victims of Crime Act One-Time Funding 2015 funding opportunity from

the drop down menu at the top of the screen. 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" 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 12 to repeat the VOCA one-time 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 VOCA Allocation and Match Requirements, Purpose Areas, Priorities, and Eligible Services



VICTIMS OF CRIME ACT (VOCA)

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, the Office for Victims Programs 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 federal program guidelines services to victims of crime throughout the nation. Services are defined, in the, 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 the 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). Programs without a demonstrated record of providing direct victim services are required to provide 25% match from non-federal sources.

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 organization providing services must be 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) 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.
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 Research Information:** Maintain confidentiality of client-counselor information, as required by state and federal law. 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 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 organizations, 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.

(The U.S. Department of Justice is in the process of revising the VOCA Guidelines. As of the date of this document, the new guidelines have not gone into effect. However, in anticipation of the new guidelines being approved, the examples on pages 27–29 & pages 63-64 include eligible expenses under the new guidelines.)

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 which 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. State administrators must establish procedures to monitor the use of VOCA victim assistance funds to pay for forensic examinations in sexual assault cases.
 - 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.
 - e. *Equipment and Furniture:* 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.
 - 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:* 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. 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.
 - 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.
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. *Certain 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.*

ONE-TIME NONRECURRING VOCA FUNDING: EXAMPLES OF ELIGIBLE PROJECTS

All projects must be (1) for one-time nonrecurring costs, and (2) support the expansion or enhancement of delivery of direct services to crime victims.

Applicants must be able to demonstrate how these one-time expenditures will support the expansion or enhancement of the delivery of direct services to crime victims. VOCA funds may support only the prorated share of an item that is not used exclusively for victim-related activities. If an item is not used exclusively for VOCA eligible victim services, you may apply only for the prorated items that serve crime victims. [Example: a shelter that provides services to 20% of its clients who are homeless and not VOCA eligible crime victims, could only request 80% of the cost to replace shelter furnace.]

Eligible Projects

- **Time-limited support of personnel charged with implementing the eligible project**
- **Equipment & Technology** (prorated share of an item that is not used exclusively for victim-related activities) (may support monthly maintenance/service fees, but only for the duration of the grant period)
 - Telephones/Cell phones for Hotline
 - Braille, TTY/TDD Equipment, or other auxiliary aids for deaf and hard of hearing clients
 - Computers
 - Printers
 - Forensic Interviewing Equipment - but only when the results of the interview are used to identify needs of victims in addition to the investigation process utilized by law enforcement and prosecution. It must be used in MDT setting or specialized setting such as a CAC, and completed by a trained forensic interviewer (i.e. video and recording software, two-way mirrors)
 - Medical Equipment (Colposcopes)
 - Automated Systems and Technology:
 - Automated information and referral systems
 - E-mail systems that allow communications among victim service providers
 - Automated case-tracking and management systems (customizing databases to fit agency needs and new demographic-tracking requirements)
 - Victim notification systems
 - Encryption
 - Server
 - Security System (equipment and installation, but not monthly monitoring fees)
 - Website (prorated to exclude ineligible activities such as fundraising, lobbying, etc.)
- **Furniture** (prorated share of an item that is not used exclusively for victim-related activities)
 - Shelter furniture
 - Children's play area furniture
 - Work space furniture

- Waiting area furniture
- **Physical Improvements** (prorated share of an item that is not used exclusively for victim-related activities; only expenses that are not eligible for insurance claim purposes are allowable)
 - ADA Compliance (renovations to enable compliance and access, such as wheelchair lift, ramp, etc.)
 - Maintenance or replacement or repair of essential items
 - Equipment repair or replacement (i.e. Shelter furnace, boiler)
 - Window, door, lock replacement or repair (energy efficiency is not an allowable justification)
 - Area/facility to shelter companion animals (“pets”) of shelter clients
- **Outreach materials** (prorated share of an item that is not used exclusively for victim-related activities)
 - Public awareness and education presentations that are made in schools, community centers, and other public forums, and that are designed to inform crime victims of specific rights and services and provide or refer to needed services and assistance
 - Development and production of materials (publications)
 - Brochures that describe available services
- **Contracts for professional services** (prorated share of an item that is not used exclusively for victim-related activities)
 - Language translation of materials and websites (prorated to exclude ineligible activities such as fundraising, lobbying, etc.)
 - Development of materials for underserved victims (i.e. needs of LGBTQ victims; intersection of human trafficking and DV; services available for incarcerated victims)
 - Development of databases for client services
- **Training** (prorated share of an item that is not used exclusively for victim-related activities)
 - skills training for staff and training-related travel
 - training for therapy animals or Courthouse dogs
- **Project Evaluation**
 - Only programs that serve 100% VOCA-eligible crime victims

Unallowable Costs and Activities include, but are not limited to:

- Ongoing personnel costs*, ongoing contract professional costs, and management expenses
- Lobbying
- Perpetrator rehabilitation and counseling
- Research and studies
- Criminal Justice System Improvement
- Fundraising
- Capital Expense/Improvements
- Victim Compensation payments

- Most medical care
- Victim attendance at conferences
- Funding other organizations
- Purchasing vehicles
- Crime prevention

** Recurring personnel costs will be considered an allowable expense if your program has a unique situation where it has recently been subject to a demonstrated significant funding loss directly affecting the organization's ability to support essential staff positions. These costs may only be requested for personnel costs for the period of 5/1/2016 to 12/31/2016(i.e. approved funds for this area must be expended during this time period).*

(The U.S. Department of Justice is in the process of revising the VOCA Guidelines. As of the date of this document, the new guidelines have not gone into effect. However, in anticipation of the new guidelines being approved, this list includes examples of eligible expenses under the new guidelines.)