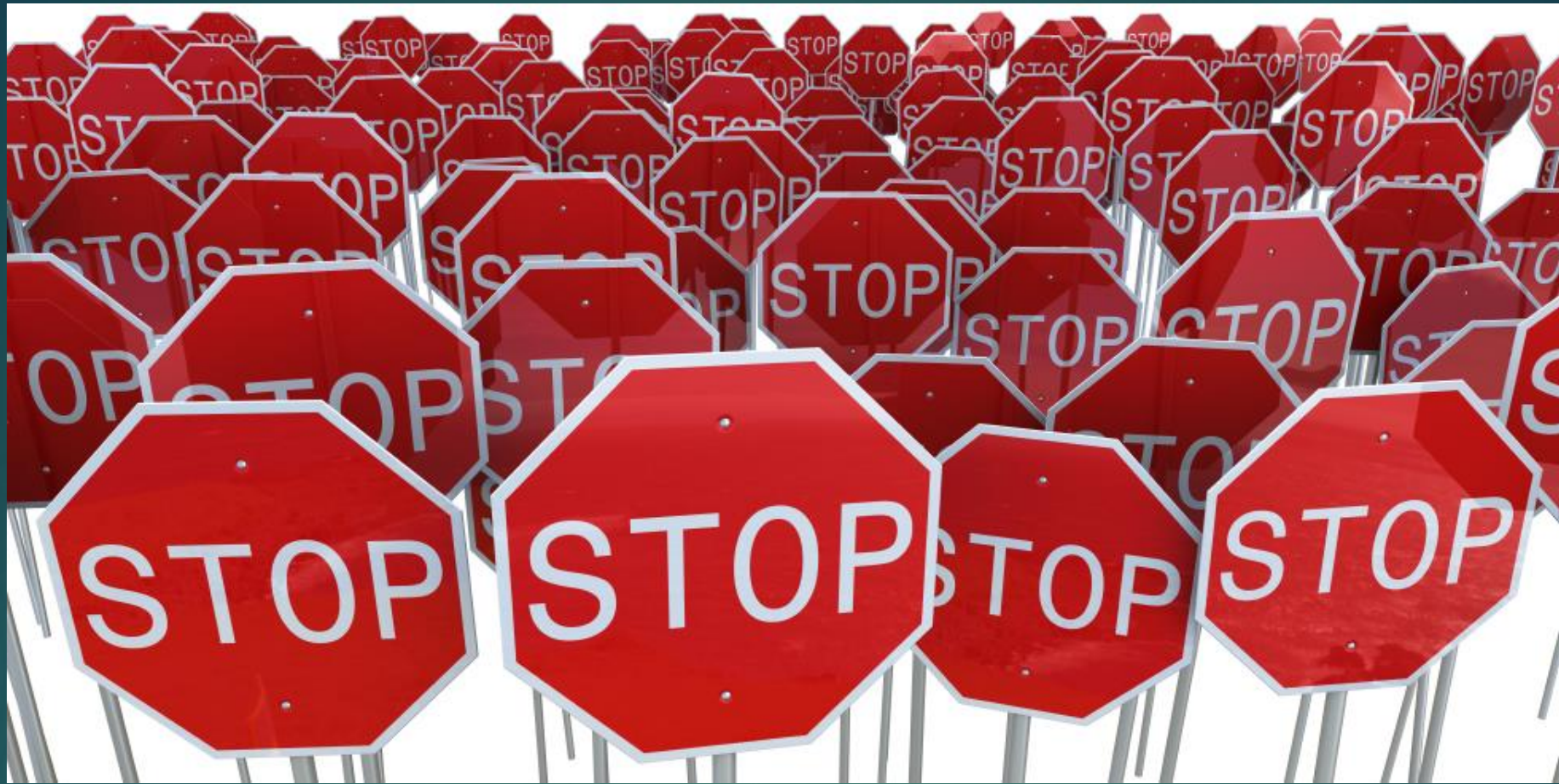




Lawyers for Victims Program Funding Opportunity

APPLICATION & INSTRUCTIONS WEBINAR



Only organizations who submitted a Letter of Intent (LOI) by the January 12, 2017 deadline are eligible to apply. If you did not complete this pre-requisite, your organization is not eligible to apply and therefore should not be attending this webinar.

Agenda

- ▶ Welcome & Introductions
- ▶ Goal of Webinar
- ▶ Technical Requirements
- ▶ Application Narrative
- ▶ Budget
- ▶ Community Collaboration
- ▶ Attachments
- ▶ Helpful Hints
- ▶ Timeline
- ▶ Questions
- ▶ THANK YOU!

Welcome & Introductions

- **Ashley Riley Lopes**, Grants Administrator, Office for Victims Programs (OVP)
- **Alexis Freet**, Legal Director, Project Safeguard
- **Meghan Hartvigson-McIntyre**, Program Assistant, OVP

PURPOSE: As a result of the statewide needs assessment conducted by the Division of Criminal Justice (DCJ), civil legal services for victims of crime has been identified as a Special Project for the use of the new Victims of Crime Act (VOCA) funds. DCJ's Office for Victims Programs (OVP) is working collaboratively with Project Safeguard and a steering committee of stakeholders to address this need through various statewide strategies.

One of these strategies is the expansion of Project Safeguard's Lawyers for Victims Program. The purpose of the *Lawyers for Victims Funding Opportunity* is to increase access to and the provision of direct legal services for crime victims throughout the state of Colorado using Project Safeguard's *Lawyers for Victims* model.

Where are the application materials?

- ▶ The Application, Announcement, and Application Instructions can all be found here:

<http://dcj.ovp.state.co.us/home/grant-programs/statewide-special-projects>

- ▶ Please read and review these documents before beginning your application.

Goals of the Webinar

- ▶ Review the components of the Application, including:
 - Technical Requirements
 - Application Narrative Sections
 - Budget
 - Attachments
- ▶ Provide important tips on writing a successful application for this funding opportunity.
- ▶ Review the timeline.
- ▶ Answer Application and Instructions-related questions.

Technical Requirements

- **Applications are fillable PDFs so please review the instructions on downloading, completing, and submitting the application form.**
 - If you have reviewed the instructions and are still having technical difficulties associated with using and saving the application form, please contact Meghan directly at meghan.hartvigson-mcintyre@state.co.us or 303.239.4546.

Technical Requirements

- ▶ Complete all applicable sections of the application according to the directions and instructions.
- ▶ Include all required attachments (as applicable) when submitting your application.
- ▶ Submit your application and attachments to the Office for Victims Programs:
 - **By 3:00 p.m. on Monday, March 6, 2017 as a PDF document to Ashley Riley Lopes, Grants Administrator, ashley.lopes@state.co.us with the Subject title: *[Your Agency Name]'s Application for Lawyers for Victims Program Funding Opportunity***
 - Once your materials have been received, you will receive an e-mail acknowledgement.

Application Narrative

Sections 1-5

- All required elements.
- After completing your application, **double check** that Section 3 matches your total OVP funds requested in Section 12G.
- Applicants should provide a clear and concise description of the agency and its service history.

Application Narrative

Sections 6-7

- Well-thought out plan for integrating Project Service Components (**pgs. 6-8 in the Application Instructions**).
- ***Section 6 is the HEART of your application and you should devote a large part of your time completing the application to this section. Please review the Important Tips.***
- Well-articulated need for the proposed project, including specific data and information on why your agency is the best fit for addressing this gap.

Application Narrative

Section 8

- This section should relate to the number of victims and types of services your project will provide during the **20-month grant period**.
- The numbers in this section should be tied to the project, specifically the personnel you are requesting to implement your project, and *not reflective of all of the victims your entire agency serves*.

Application Narrative

Section 8 (continued...)

- Table 8A:
 - You can count multiple victimizations per victim for this table, if your data tracking system is able to track this information. If not, you should count just one victimization per victim.
 - You should count both primary and secondary victims in this table.
 - “Other” should be rarely used and must be a VOCA-eligible victim type.
- 8B:
 - Total Unduplicated Victims to be Served during 20-month period.

Application Narrative

Section 8 (continued...)

- Table 8C:
 - An individual service category cannot exceed the total number of victims reported in 8B, however, each service listed below the individual Type of Services can exceed this number as this is a count of contacts.

Table 8C)			
NOTE: No Type of Service can exceed the TOTAL NUMBER OF VICTIMS in Table 9A; but all estimated contacts should be counted under each subset.			
Est. # Victims	Type of Services	Est. # Victims	Type of Services (Continued)
300	Information & Referral (Type of Services)		On-scene crisis response (contacts)
	Information about the criminal justice process (contacts)		Therapy (including alternative healing, art, play, etc.) (contacts)
	Information about victim rights, how to obtain notifications, etc. (contacts)		Support groups (facilitated or peer) (contacts)
450	Referral to other victim service programs (contacts)		Emergency financial assistance (includes petty cash, payment for food/clothing, taxis, meds, durable medical equipment) (contacts)
	Referral to other services, supports & <u>resources</u> (legal, medical, faith-based, address confidentiality, etc.) (contacts)		Shelter/Housing Services (Type of Service)

Application Narrative

Sections 9-10

- Applicants ***must*** assist victims with accessing victim compensation and use volunteers to be eligible for funding.
- All applicants should be able to identify the underserved population(s) and demonstrate the capacity to provide services to those populations in their communities.

Application Narrative

Section 11

- All applicants are required to use Goal 1 (*Our program will assist crime victims in accessing direct civil legal representation during the grant period.*)
 - The Objectives under this goal are specific to your project, so the examples given in the instructions are purely samples, not required.
- Goals and Objectives should be tied to the data charts in Section 8 and to the personnel requested in the budget (Section 12).
- In 11B, applicants should describe the intended impact of each objective and how this impact will be measured.

Budget

Section 12

- 20-month Budget in 6 budget categories:
 - Personnel
 - Supplies and Operating
 - Travel
 - Equipment
 - Professional Services/Consultants
 - Indirect Costs
- Figures should be requested in whole dollars.
- Each requested expense must be accompanied by a detailed justification showing the calculation, and should be tied to one or more of the aforementioned Goals and Objectives.

Budget

Section 12 (continued...)

- **Personnel**
- Review Staffing Recommendations on pgs. 7-8 of Application Instructions
- Lawyers for Victims Program
- Support Services
- Recommended Caseload
 - Administrative and Supervisory Support
 - Required Elements

Position 1:	Title: Lawyers for Victims Program Coordinator Name: Mary Smith Total # hours per week this position works for the agency (max = 40 hrs): 40			
	20-month Budget	Amount requested from OVP	Percentage of Total Salary Requested	Amount from all other sources for this position
Salary	\$ 75,000	\$ 67,500	90%	List Sources: 2nd JD Local VALE, County Funds, Donations
Fringe/Benefit	\$ 12,000	\$ 10,800	90%	
Totals:	\$ 87,000	\$ 78,300		Total from all other sources: \$ 8,700

Budget

Section 12 (continued...)

- **Personnel**
 - Justification

Example:

- **Position #1:** Lawyers for Victims Program Coordinator coordinates and oversees the implementation of the Lawyers for Victims Program. This includes: managing referrals, acting as contact person for clients, attorneys, and advocates; ensuring contract attorneys are competent in the specific area of law; reviewing case materials to determine eligibility, screening for potential issues, and providing pertinent information to contract attorneys; fielding legal questions from advocates and clients that would be inappropriate for a non-attorney to answer; networking with other attorneys and judges/magistrates (bar associations, law school functions, etc.) to build and maintain relationships with local legal service providers; and training advocates regarding the referral program and completing necessary forms. The Coordinator will have coordination duties with some direct service. The person in this position works a total of 40 hours per week for the agency so this request is for 90% of his/her 40-hour position. This is a new position.
- **Salary** 20-month salary of \$75,000 x 90% OVP= \$67,500. The remaining 10% of this position's time will be supported by other funding sources.
- **Benefits:** 20-month benefits include Health (\$5,512), Worker's Comp. (\$250) Unemployment (\$500), and employer portion of FICA @ .0765 = \$5,738; Total 20-month benefit amount of \$12,000 x 90% OVP = \$10,800.

Budget

Section 12 (continued...)

▪ **Supplies and Operating**

- All supplies and operating requests must be specific, itemized costs related to the project and cost less than \$5,000 per item. List items by major type (e.g., office supplies, computer software, registration fees for training/conferences, copy costs, rent, phone, postage, etc.)
- List the total 20-month agency cost of each item in the “20-month Amount” column, and then list the 20-month amount being requested from OVP in the “Amount Requested from OVP” column.
- Supplies requested should be tied to project and/or prorated if shared by overall agency.

Budget

Section 12 (continued...)

- **Travel**

- Hotel, mileage, per diem for trainings
 - Orientation/Training, May 23, 2017 in Metro Denver Area
 - Travel expenses for Project Coordinator to visit Project Safeguard a minimum of 1 time during the grant period
- Follow your agency's reimbursement rates, or use state approved rates if your agency does not have a policy.

Budget

Section 12 (continued...)

- **Equipment**

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

Budget

Section 12 (continued...)

■ **Professional Services/Consultants**

- Expenses associated with flat fee payments to attorneys should be entered in this section.
- For all Professional Services/Consultants expenditures in any amount, a completed DCJ Form 16 Consultants/Contracts Certification (requires pre-approval) and copy of the proposed contract or Statement of Work are required.
 - Attorneys will also be asked to complete a separate certification form upon contracting with your agency.
- The procurement of goods and services should follow your agency's procurement policy.
- 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.)

Budget

Section 12 (continued...)

- **Indirect Costs**

- 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.
- Approved Federally Negotiated Indirect Cost Rate
- De Minimus Rate (10% of the Modified Total Direct Cost (MTDC))
 - 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.

Budget

Section 12 (continued...)

- **Grant Request Summary**

- Total OVP Funds Requested should match Section 3 at the beginning of the application.

Budget Categories	OVP Grant Request
Personnel	\$ 69,750
Supplies & Operating	\$ 8,170
Travel	\$ 1,026
Equipment	\$ 0
Professional Services / Consultants	\$ 10,000
Indirect Costs	\$ 8,895
Total OVP Funds Requested:	\$ 97,841

Budget

Section 13

▪ **Match**

- For purposes of this application, demonstrate the ability to provide match, which will be used for project-related activities.
- All applicants are required to provide 20% match (cash and/or in-kind).
- To calculate the match, simply divide the Total OVP Funds Requested by 4.

Budget

Section 13 (continued...)

- Match

Helpful Information about Match:
• Federal funds may never be used as match for these grants.
• 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. An approved cash or in-kind match for an OVP grant may not be used as match for other grants.
• Do not under-match. If you do not indicate in your project budget that you have the resources to adequately match your grant request, your request may be reduced to the amount that you indicate you can match.
• Because it is simpler to track, you are encouraged to use either cash or in-kind match (not both) whenever possible.
• You are not required to have match in every budget category for which you request grant funds.
• Your accounting records must be able to track the exact matching funds, so it is in your best interest to keep the match as simple as possible.
• Match must be provided by the applicant agency. Match cannot be provided by an outside or partnering agency.

Budget

Section 14

▪ OVP Grant Budget Summary

- This section should summarize your detailed TOTAL project budget, including OVP grant dollars requested along with the amount and source of your match. Please cross check your figures with this grid.

Budget Categories	OVP Funding Request	Cash Match	In-Kind Match	Totals
Personnel	\$ 69,750	\$ 5,000	\$ 19,000	\$ 93,750
Supplies & Operating	\$ 8,170	\$ 0	\$ 460	\$ 8,630
In-State Travel	\$ 1,026	\$ 0	\$ 0	\$ 1,026
Equipment	\$ 0	\$ 0	\$ 0	\$ 0
Professional Services/Consultants	\$ 10,000	\$ 0	\$ 0	\$ 10,000
Indirect Costs	\$ 8,895	\$ 0	\$ 0	\$ 8,895
TOTALS	\$ 97,841	\$ 5,000	\$ 19,460	\$ 122,301

Budget

Section 15

- **Financial Management**

- In order to be eligible to receive these grant funds, you must be able to demonstrate the ability to comply with financial requirements.
- Applicants should explain how their organization will manage its cash flow between the time costs are incurred and reimbursed (**costs are reimbursed on a quarterly basis**), as well as other financial capacity questions.
- Complete this section with the assistance of your agency staff person who is responsible for the accounting of these grant funds.

Community Collaboration

Section 16

- **Community Collaboration**

- List the three agencies with which your project staff will be coordinating most frequently during the implementation of this project if funded.

Attachments

Section 17

▪ **Attachments**

- Overall Agency Budget for 2017
- Job Descriptions for staff that would be paid with requested funds
- Job Descriptions for volunteer staff – *if volunteers are used as match*
- Job Descriptions for match staff – *if paid staff is used as match*
- Secretary of State Certificate of Good Standing – non-profit agencies only (www.sos.state.co.us)
- Proof of non-profit status – *non-profit applicants only*
- Sample timesheet currently used by the position(s) for which you are requesting OVP funding
- Sample timesheet currently used by the volunteer staff – *if volunteers are used as match*
- Audit or Financial Review
- ***Signed Letter of Support from Partnering Agencies if submitting a collaborative proposal***

Helpful Hints

- ✓ Read all of the application materials and refer to them while completing application.
- ✓ The FAQs will be updated at the end of this week, so PLEASE REVIEW.
- ✓ Section 6 should represent the HEART of your application.
- ✓ All information provided in the application should be based on a 20-month time period (5/1/17 -12/31/18).
- ✓ Make sure that your calculations in the budget narrative match the dollar amount requested.
- ✓ There is no such thing as “miscellaneous” costs. Every single item of cost in your budget must be properly itemized and categorized using the available budget categories.

Helpful Hints

- ✓ The requested budget items must relate to the goals and objectives.
- ✓ Consider what resources are necessary for your organization to successfully implement this project, including necessary staff support, supplies and operating, travel expenses, and **indirect costs**.
 - ✓ Because grant awards are reimbursed on a quarterly basis, indirect costs can assist in managing cash flow between reimbursements.
- ✓ Each requested expense must be well-justified and explained in the budget narrative.
- ✓ Do not include costs that have been specifically identified as unallowable in the application instructions Appendix.

Helpful Hints

- ✓ **DO NOT** attempt to exceed the space provided for your responses.
- ✓ **DO NOT alter the application or table formats.**
- ✓ Proof-read.
- ✓ Remember to have a person, other than the writer of the grant, review the application.
- ✓ Plan ahead. Calendar the preparation activities and perform them ahead of the deadline. Do not wait until the last minute to complete your application, as late applications will not be accepted.
 - ✓ Plan to submit at least several hours before the 3:00p.m. deadline to allow for any technical difficulties.

Timeline

- ▶ **3/6/17:** *Lawyers for Victims Program Funding Opportunity* Application due by 3:00 p.m. (***NOTE:** Applications and attachments should be sent via e-mail to: ashley.lopes@state.co.us)
- ▶ **April 2017:** Notification of awards and denials; acceptance of awards and contracts completed.
- ▶ **5/1/17:** Funding begins for 20-month grant cycle.
(May 1, 2017-December 31, 2018)
- ▶ **5/23/17:** Lawyers for Victims Program Grantee Orientation/Training
- ▶ **January-February 2018** – CVS Application announced (for continuation funding for CY2019-2020)

Collaborative Grant Applications/Projects

- Agencies are allowed to submit collaborative grant applications, in which one agency will serve as the lead agency but will partner to implement the proposed project.
- Agencies who plan to do so, should be aware of the following conditions:
 - The Lead Agency will contract directly with OVP and be ultimately responsible for the implementation and oversight of the project and the assigned duties of their sub-awardees.
 - This includes ensuring their partners comply with all of the grant terms and conditions and obtain and retain the appropriate required documentation on file.
 - This also includes gathering the data from their partnering agencies to ensure timely and accurate reporting to OVP and through the federal PMT system.

Collaborative Grant Applications/Projects

- Agencies submitting this type of application must fully outline the programmatic responsibilities and activities that the partnering agency will provide in their application; as well as explain the amount of funding that will be sub-awarded to the partnering agency in their application budget.
- Lastly, these types of applications must be accompanied with an additional attachment – signed Letters of Support from the partnering agencies. The letter(s) should be submitted with the application and the other required attachments by the deadline of 3:00p.m. on the March 6, 2017.

Questions and Answers

- ▶ Type your comments or questions into the Chat or Question box
- ▶ The FAQs will be updated regularly and be available on our website here: <http://dcj.ovp.state.co.us/grant-programs/statewide-special-projects>
- ▶ A recording of this Webinar and slides, along with questions and responses asked following the webinar will be available next week online at: <http://dcj.ovp.state.co.us/home/grant-programs/statewide-special-projects>

Contact Info.

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THANK YOU!