

Lawyers for Victims Program Funding Opportunity

Application Instructions

Released:
January 30, 2017

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

Applications and attachments must be sent via e-mail to ashley.lopez@state.co.us,
no later than 3:00 pm on March 6, 2017

Late Applications will not be accepted.

Please read the *Announcement of Availability of Funds*
prior to completing the application.

****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,
please do not complete the application for funding.***



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

For more information contact:

Ashley Riley Lopes
Grants Administrator
Office: 303.239.4529
Fax: 303.239.5743

Email: ashley.lopez@state.co.us
Toll Free: 1.888.282.1080

Website: <https://sites.google.com/a/state.co.us/dcj-victim-program/home/grant-programs/statewide-special-projects>

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Read the *Announcement and Instructions* before completing the grant application.

Introduction

The Office for Victims Programs (OVP) is a unit within the Division of Criminal Justice (DCJ) at the Colorado Department of Public Safety. The OVP is responsible for administering several federal and state grant programs that are designed to provide services to victims of crime and to coordinate and integrate law enforcement, prosecution, judicial efforts, and victim services in response to crimes.

The 2015 statewide needs assessment and subsequent focus groups conducted by the OVP, indicated civil legal services for victims of crime as an unmet need. As such, OVP has identified civil legal services for victims of crime as a Special Project for use of the Victims of Crime Act (VOCA Assistance) funds. OVP is working collaboratively with a steering committee of stakeholders, including Project Safeguard, to address this need through various statewide strategies.

One of these strategies is the expansion of the Lawyers for Victims model. This program created by Project Safeguard provides attorney representation to domestic violence victims for their Permanent Protection Order (“PPO”) hearing. Project Safeguard contracts with attorneys for a flat fee to meet with, provide legal advice to, prepare for, and represent these victims at their PPO hearing. The funding requested in this application will fund the implementation of this type of program to a limited number of locations around the state.

Funded applicants will be required to participate in activities designed to evaluate this program model's overall success in increasing the provision of civil legal services to crime victims. Technical assistance will be provided by an evaluation professional.

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, please do not complete the application for funding.

All applicants will be required to provide information about “match funding” in the application. All applicants must demonstrate the ability to provide 20% matching funds.

If you have a question while completing your application, please contact Ashley Riley Lopes at the OVP at (303) 239-4529 or toll free at (888) 282-1080.

For additional application information/materials, go to our website – <https://sites.google.com/a/state.co.us/dcj-victim-program/home/grant-programs/statewide-special-projects>, look for row in the chart named *Civil Legal Services for Crime Victims* and the associated links for the Lawyers for Victims Program application, instructions and announcement.

Submit to the Division of Criminal Justice, Office for Victims Programs:

- One full copy of the application, including all required attachments, must be sent by 3:00p.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.

Instructions for Completing the Electronic Application Form

The Division of Criminal Justice (DCJ) has updated the process of completing forms to allow you to download, complete, and submit forms electronically. See the instructions below to electronically complete and return your application form for the Lawyers for Victims Program Funding Opportunity.

You do not need to purchase Adobe software to complete electronic forms. Download the free Adobe Reader DC available: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

INSTRUCTIONS AND TIPS:

- **Download the application form:** You must download the DCJ application form and save to your computer prior to filling out the electronic form. Each browser (Internet Explorer, Mozilla Firefox, Safari, and Chrome) is different and the PDF may look and behave differently. Once downloaded, the PDF will function the same regardless of the browser you choose to use. The application form can be found here: <https://sites.google.com/a/state.co.us/dcj-victim-program/home/grant-programs/statewide-special-projects>
- **Save the application form:** Even if temporary, save the application form before you start completing it.
- **Complete the application form:** Complete all of the required fields.
- **Save frequently:** As you make progress on completing the application form, save often as not to lose any information.
- **Review before submitting:** Review before submitting the application form. Ensure all of the required fields are completed. Although many of the fields are set-up to auto-calculate based on the information you input, review that the information is correct.
- **Submit the electronic application form:** Applications and attachments must be sent via e-mail to ashley.lopez@state.co.us, no later than 3:00 pm on March 6, 2017.

Important Information

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

Grant Application Writing Tips:

- Read the **Announcement** in its entirety.
- Read the **Instructions** in their entirety before completing your project application. Make sure you understand the eligibility guidelines, allowable activities, and application content requirements before you complete the application.
- Participate in the grant application webinar (2/2/17) or listen to the recorded version available on our website <https://sites.google.com/a/state.co.us/dcj-victim-program/home/grant-programs/statewide-special-projects>, look for row in the chart named *Civil Legal Services for Crime Victims* and the associated links.
- 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.
 - Use only whole dollar amounts in your budget and be sure to have the financial officer on the project review 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 available budget categories.
 - 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.
 - 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 (starting on page 24).
- 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 Steering Committee 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.
- **SAVE an electronic copy** of the application that you are submitting.
- **DO NOT** place applications in binders or folders to mail to OVP. Applications and attachments must be submitted via e-mail.
- **DO NOT** use a font size smaller than 10 points.
- **DO NOT** attempt to exceed the space provided for your responses.
- **DO NOT alter the application or table formats.**

- 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 spell check. 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, as late applications will not be accepted.

Program Information

1. Program Overview

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 the Lawyers for Victims model.

2. Project Service Components

a. Identification of one or more specific civil legal service(s) can be provided at no cost to victims of crime through a flat-fee contract between the grantee and attorney(s).

- It is a requirement of this model that you identify a civil legal service(s) arising from a VOCA-eligible crime victimization that will be appropriate for a flat fee contract. That is, it should be an “unbundled” or limited legal service with a relatively predictable amount of work required. For example, Project Safeguard’s Lawyers for Victims program contracts with attorneys to represent certain victims of domestic violence in the Permanent Protection Order hearing. If the service you want to provide is typically protracted or unpredictable (for example, a divorce) you are unlikely to find attorneys who are willing to provide the service for a flat fee. Such a service would not be appropriate for this funding opportunity, but could be requested, if eligible, during the regular Crime Victims Services Application process in the future. Other examples of “unbundled” or limited legal services include but are not limited to, attorney consultations without appearing in court, appearances at a single hearing, mediation, or negotiation, drafting of legal documents, etc.

b. A process for recruiting, screening, and coordinating attorneys to provide the contracted services.

- Although Grantees are not required to have an attorney as the project coordinator, it is strongly recommended that an attorney perform the screening of the contracted attorneys and be available for discussing and problem-solving legal issues that may arise in the course of the representation. Because cases are contracted one at a time under this model, it is unnecessary to “fire” an attorney who does not perform well for any reason. You can simply not offer them another case in the future.
- The attorneys you contract with should have malpractice insurance, be licensed to practice and in good standing with the State of Colorado, and be competent in the legal service your program is offering. Because many highly competent attorneys are not well-versed in the consequences of trauma, they may not be adept at working appropriately with victims of crime. In addition, agency staff should provide technical assistance on how to provide trauma-informed services for the attorneys you contract with.
- The Grantee should have in place its own conflicts check process as appropriate for the services it provides. The Grantee will also need to ensure that contract attorneys are able to conduct their own conflict checks to ensure that they are not conflicted out, and therefore prohibited from representing a potential client.
- The initial recruiting and screening of contract attorneys will likely take several weeks, depending on the type of legal service and the number of attorneys in your geographic area.

c. Identification of measurable outcomes for your individual program.

- The outcomes should not focus on a typical legal “success,” since even when a victim may receive high-quality legal representation there is no guarantee that the desired ruling by the court or administrative law agency will occur. The premise of this funding opportunity is that having an attorney allows a victim to understand more clearly their options under the law and to make decisions that are in accord with their individual needs and goals. For example, at Project Safeguard, if the victim served through the Lawyers for Victims Program meets with and discusses her/his options with the attorney and then makes an informed choice not to pursue a permanent protection order that is still viewed as a success.
- It’s also important to remember that the attorney is contracted to provide a service, not obtain a specific outcome. Project Safeguard still fully compensates the attorney when the victim chooses not to pursue the permanent protection order.
- At the completion of each case, surveys will be sent to the attorney and the client. The attorney must complete the survey before their payment is processed.

d. Accompaniment of trauma-informed victim advocacy services to complement the legal services provided.

- Victim advocacy may include such services as safety planning, referral to other appropriate community or governmental resources, and providing support before and after the legal service provided. It is helpful but not required that the victim advocate(s) have some understanding of the legal services to be provided. The advocates may be employees of the Grantee or these services may be provided by an appropriate outside, partnering agency through a contract agreement or Memorandum of Understanding (MOU).

e. Existence and execution of appropriate Release of Information forms to permit necessary communication among the Grantee, the attorneys, and the advocates.

3. Staffing Recommendations:

a. Essential Responsibilities

These responsibilities can be completed by a single person or assigned to multiple individuals. This individual/these individuals can work directly for the Grantee or the duties can be contracted out. Many of these items require legal knowledge and must be completed by an attorney. This list is not all-inclusive.

- Manage referrals, acting as contact person for clients, attorneys, and advocates;
- Ensure contract attorneys are competent in the specific area of law;
- Review case materials to determine eligibility, screen for potential issues, and provide pertinent information to contract attorneys;
- Track and submit necessary data/paperwork for grant reporting;
- Attend at least the first hearing when working newly contracted attorneys;
- Track and manage payments made to attorneys;
- Field legal questions from advocates and clients that would be inappropriate for a non-attorney to answer;
- Network with other attorneys and judges/magistrates (bar associations, law school functions, etc.) to build and maintain relationships with local legal service providers; and
- Train advocates regarding the referral program and completing necessary forms.

b. Lawyers for Victims Project Coordinator

When considering the necessary staff to successfully implement this project, one beneficial way is to include a full-time/part-time Lawyers for Victims Project Coordinator who will be responsible for the

implementation of the program. Do not request 100% of this position if their job description or duties includes any ineligible activities (i.e. fundraising, lobbying, etc.).

c. Victim Advocate(s)

Partial support of victim advocates can be requested to implement some of the project service components and essential responsibilities associated with the program.

d. Administrative and Supervisory Support

A small percentage of administrative and supervisory support can be funded under VOCA as long as such staff are necessary and help to effectively facilitate the provision of direct services to crime victims through the Lawyers for Victims Program.

Application Instructions

1) APPLICANT AGENCY: (Complete **every** field.)

FEIN NUMBER:

Federal Employer Identification Number (FEIN) is a nine-digit number used by your finance department for filing and paying various withholding and social security taxes to the Internal Revenue Service (IRS). It is also referred to as a Tax Identification Number (TIN).

DUNS NUMBER:

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:

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>.

2) PROJECT DIRECTOR: (Complete **every** field.)

This is the person who will be responsible for implementation of the project, if funded, and is the person we will contact if we have questions about your grant application. Notifications regarding this grant application will be made by email; therefore, an email address is mandatory. It is the applicant's responsibility to keep the email address updated with OVP.

3) TOTAL OVP FUNDS REQUESTED:

This amount should match the "Total OVP funds" field from Table 12G on the bottom of page 18 of the application.

4) TYPE OF AGENCY/PROJECT(s):

In Section A, check your agency type. The response to Section B has already been made for you, as only victim services projects are eligible for these funds.

5) AGENCY DESCRIPTION AND HISTORY:

Briefly describe the purpose of the agency, the mission statement, the year of establishment, the types of clients currently being served, the total number of clients your agency served in 2016, the specific services provided to clients (especially those related to civil legal services for crime victims if applicable), your agency's area of expertise in regards to the proposed activities, and your agency's organizational capability to manage the grant.

6) DESCRIPTION OF PROJECT(s) FOR WHICH FUNDS ARE BEING REQUESTED:

This is your opportunity to explain in a clear and succinct way the project(s), staff and the specific services you are planning on providing with these funds. The project's goals and objectives and the budget request

should support the activities that are described in this section. **Describe only that part of your program for which you are requesting funding.** In many cases, the project is not the entire victim assistance program for your agency. That being said, only projects that specifically address and serve crime victims are eligible for funding through this project. All services supported through this project must be linked to the recipients' victimization and well justified.

The purpose of the *Lawyers for Victims Funding Opportunity* is to increase access to and the provision of direct legal services for crime victims using the Lawyers for Victims model. Proposed projects must incorporate the project service components listed on pgs. 6-8.

Project must be designed to meet the following criteria:

- Understanding of applicant community demographics and the unique needs of crime victims that are served.
- Commitment to implementing the Project Service Components (listed on pgs. 6-8).
- Willingness to be creative and to "think outside the box" in both service delivery and adjustments to agency culture shifts as appropriate.
- Commitment to fostering of existing and new community relationships that facilitate access to civil legal services for crime victims.
- Willingness to participate in a learning community through meetings, phone conversations, training, technical assistance, and activities coordinated by Project Safeguard.
- Willingness to participate in the evaluation process.

7) PROVIDE A STATEMENT OF NEED FOR THE PROPOSED ACTIVITIES IN YOUR COMMUNITY (PROBLEM STATEMENT):

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 civil legal services proposed, the number of clients accessing current civil legal services, the number of clients your agency refers for civil legal services, community culture, and barriers. Describe the extent of your service area if your project is in more than one community.

If you are requesting funds for a new program, please explain how your organization is currently serving crime victims and the need for this new program. Applicants should also discuss whether or not similar programs already exist in their service delivery area and if so, how this new program will not duplicate existing services.

Helpful Information Regarding Statements of Need (Problem Statement):

- The statement of need, or problem statement, should describe the problem, or the gap in services that is 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 a community problem/need in your service area.

8) ANNUAL PROJECT DATA:

All project data should be provided for a 20-month period (5/1/17-12/31/18). Your estimated numbers for all project data should be proportionate to the percentage of Full-time Equivalent (FTE) that will be supported by grant funds.

Table 8A –Types of Crime:

Provide only the number of victims who will receive services from grant-funded personnel during the 20-month grant period. 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.

- 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.
- **Other** crime victims: There is an “other” category for you to include crimes in which there has been an identified victim but the crime type is not listed in the table. Because the list of crime types has been greatly expanded, the “other” category should rarely be used.

8B –Total Unduplicated Victims Estimated to be Served:

Estimate the number of victims to be served by the grant funded project during the grant period (5/1/17-12/31/18). Provide only the number of victims who will receive services from the requested grant personnel, not all victims to be served by your organization. This is the total number of individual victims to receive services through this project, not the total number of types of victimizations. The total number should include primary and secondary victims.

Table 8C –Types of Service:

Estimate the number of victims who will receive each type of service during the grant period (5/1/17-12/31/18). 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. For example: *Applicant enters that 300 crime victims will be served by this project during the grant period in 8B. In Table 8C, Applicant enters 300 victims will receive Information and Referral Service. Under this Type of Service, the Applicant estimates that these 300 victims will receive 450 contacts of referrals to other victim services programs. This is because the same victim may receive this service or “contact” more than once during the grant period.*

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 & resources (legal, medical, faith-based, address		Shelter/Housing Services (Type of Service)

Helpful Information Regarding How to Estimate Numbers of Victims and Services

- **Tables 8A and 8C** – For example, if you are requesting funds to support 50% of the full-time salary of a direct service victim advocate who will serve a total of 100 victims during the grant year, your estimated number of victims to be served by the grant-funded personnel would be 50% of 100, or 50 victims. You would estimate how many of those 50 will be victims of which type(s) of crimes in Table A. In Table C, you would estimate how many of those 50 victims would receive which type(s) of services and the number of “contacts” for this service.

9A) VICTIM COMPENSATION:

Choose YES or NO. Please note, your agency must assist victims with accessing victim compensation. Assistance includes everything from providing an application along with a referral to the victim compensation program in your judicial district to helping victims gather the necessary supporting documents for the application.

9B) VOLUNTEERS:

Choose YES or NO. Please note, your agency must use volunteers in some capacity. Indicate YES if your agency uses volunteers, even if the volunteers are not used as match for this grant.

10) UNDERSERVED POPULATIONS:

All applicants should be able to identify the underserved population(s) and demonstrate the capacity to provide services to those populations in their communities. Underserved/ Underrepresented populations are defined as individuals who by virtue of language, ethnicity, race, culture, disability, age, sexual orientation, or geographic location may require special accommodations in order to access services. Good sources for this type of data are local census statistics and school district demographic data. Applicants should use this section to address how their project will address barriers to services, including access needs such as disability or language.

11) GOALS AND OBJECTIVES – PROJECT SPECIFIC IMPACT:

Section 11A –Goals and Objectives:

To improve our ability to evaluate this project as a whole, we are asking all projects to use the same Goal 1 in their application. Although every applicant’s Goal 1 will be the same (and is prepopulated within the application), applicants will create their own unique objectives to achieve this goal, based on their project design. We have also provided examples of appropriate objectives in the example below for applicants to reference as they create their own objectives for this goal and the remaining goals.

Whenever possible your goals and objectives should be structured in a similar fashion to the samples provided below. **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? By when? How many? For whom? How?” Objectives should be related to the personnel position(s) and corresponding Position #'s and/or the Professional Services/ Consultants position(s) requested in your Total 20-Month Budget on pages 13-18 of the application.

Section 11A – Goals and Objectives Examples

Lawyers for Victims Funding Opportunity ---Sample Goals and Objectives

- **Goal 1:** Our program will assist crime victims in accessing direct civil legal representation during the grant period (***This goal is REQUIRED, but objectives listed below are only examples.***)
- **Objective 1:** Twenty-five immigrant crime victims will be referred to contract attorneys for assistance in obtaining U Visas.

- **Objective 2:** 85% of crime victims served through this funding will have a clear understanding of their legal options.
- **Objective 3:** 75% of crime victims served through this funding will feel more confident through the legal process because of their attorney.

Section 11B –Goals and Objectives – Project Specific Impact:

- 1) For the project as a whole or by listing each goal, whichever is more appropriate to your project, indicate the **intended impact** of the grant-funded activities. **Impact data** should answer the following questions – “What will these grant funds allow you to accomplish that you couldn’t accomplish without them, What benefits will result from the following activities, and How will you demonstrate that the funded activities have made a difference?”
- 2) State specifically the methods you will use to collect the impact data.

Project Specific Impact Example:

- **Sample Goal:** Our program will assist crime victims in accessing direct civil legal representation during the grant period.
- **Sample Intended Impact:**
 - Twenty-five victims were represented by attorneys at their permanent protection order hearings.; and
 - Victims reported they felt safer and more in control of their lives.
- **Sample Impact Data Collection Methods:**
 - Written satisfaction surveys completed by both clients and attorneys;
 - Verbal feedback from clients and attorneys to staff.

12) TOTAL 20-MONTH BUDGET – MAY 1, 2017-DECEMBER 31, 2018: DO NOT INCLUDE MATCHING FUNDS IN THIS SECTION (MATCHING FUNDS ARE TO BE ENTERED IN #13 OF THE APPLICATION).

The total 20-month budget is divided into 6 budget categories: Personnel, Supplies and Operating, Travel, Equipment, Professional Services/Consultants, and Indirect Costs. The following is a description of what to include in each category. **All figures should be reported in whole dollars. Round up to the nearest dollar if the cents is \$.50 or more.** Only include personnel/items for which you are requesting grant funds.

NOTE: Total “Amount requested from OVP” plus the “Amount from all other sources for this position” **must** equal the “20-month Budget” line for each position or item requested. If the amounts do not equal, there is an error and you must correct your dollar figures.

In the Budget Justification boxes, you must fully explain and justify the need for your request. This justification shall include the following for each expense for which you are requesting funding:

- 1) Describe the need for the position or item;
- 2) Describe the relationship between each position or item and the project goals and objectives; and
- 3) Show the calculations for each item requested.

Enter Agency Name: Input your agency name in the field above the Personnel Request budget table.

Section 12A – Personnel Request:

For **each** position being requested list the title, name of the employee (if available), and total # of hours per week this **position works for the agency**. This includes hours paid by your agency from all sources of funding, not only OVP funds being requested. The “20-month Budget” amount is the actual amount, not a full-time (FTE) equivalent, if the person is part-time.

List each staff person as a separate position, even if you are requesting funds for two staff members with the same title. This includes positions in which two people job share the position.

- **Salary:** List **total 20-month salary** for this position in the “20-month Budget” column. To calculate a position’s 20-month salary, divide their annual salary by 12, and then multiple this amount by 20. Then, list how much of the 20-month salary is being requested from OVP in the “Amount Requested from OVP” column. Lastly, calculate the percentage of salary being requested in relation to the total salary.
- **Fringe/benefits:** **You are not required to request fringe/benefits.** If you decide to do so, indicate the total 20-month costs of these benefits (i.e., employer’s share of FICA, health insurance, retirement, workers’ compensation, short / long term disability, etc.) for each position in “20-month Budget” column. Then list the 20-month amount your agency is requesting from OVP for fringe/benefits in the “Amount Requested from OVP” column. Lastly, calculate the percentage of fringe being requested in relation to the overall fringe expense. You may not request a higher percentage of benefits than the percentage of salary being requested. For example, if you request OVP to fund 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 the fringe benefits paid with OVP dollars in your accounting system). To calculate a position’s 20-month fringe/benefits, divide their annual fringe/benefits amount by 12, and then multiple this amount by 20.
- **Amount from all other sources for this position:**
 - **List sources:** List the specific name of **all** funding sources that contribute to the salary and fringe/benefits for each position (i.e., local VALE including the Judicial District, County funds, fundraising, private donations, etc.).
 - **Total from all other sources:** List the combined dollar amount of all other funding sources listed above that contributes to each position. NOTE: Total “Amount requested from OVP” plus the “Amount from all other sources for this position” **must** equal the “20-month Budget” line for each position or item requested. If the amounts do not equal, there is an error and you must correct your dollar figures.

Complete this same process for each position that you are requesting OVP funds. We encourage you to limit your request to a maximum of four positions.

Note: When considering the necessary staff to successfully implement this project, one beneficial way is to include a full or part-time Lawyers for Victims Program Coordinator who will be responsible for the implementation of many or all of the essential duties listed on pg. 7. Victim advocates can then be supported to conduct advocacy support for the crime victims served under this project.

Example:

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/Benefits	\$ 12,000	\$ 10,800	90%	
	Totals:	\$ 87,000	\$ 78,300		Total from all other sources: \$ 8,700

Position 2:	Title: Executive Director Name: Janet Hall 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	\$ 100,000	\$ 10,000	List Sources: 2nd JD Local VALE, TANF, Fundraising, Donations
	Fringe/Benefits	\$ 16,000	\$ 1,600	
	Totals:	\$ 116,000	\$ 11,600	

TOTAL OVP Personnel Funds Requested: \$ 89,900

Personnel Funds Justification:

You must complete the PERSONNEL funds justification box on page 13 of the application. In this section, you must fully explain and justify the need for each personnel funds request, ***indicating whether this is a new or existing position.***

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.
- **Position #2:** The Executive Director is expected to spend 10% of their time providing oversight of the Lawyers for Victims Program and supervision of the Coordinator, and will be involved in the achievement of Goal #3. This is a continuing position previously funded by general operating/private funds.
 - **20-month Salary** 20-month salary of \$100,000 x 10% OVP = \$10,000.

- **20-month Benefits:** 20-month benefits include Health (\$7,100), Worker's Comp. (\$500), Unemployment (\$750), and employer portion of FICA @ .0765 = \$7,650. Total 20-month benefit amount of \$16,000 x 10% = \$1,600.

Section 12B – Supplies and Operating Expenses:

All supplies and operating requests must be specific, itemized costs related to the project and costs 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.

List the combined dollar amount of all other funding sources that contribute to each listed expense in the "Amount Available/Anticipated from Other Sources" column. See example below:

List Requested Operating Expenses	20-month Amount	Amount Requested from OVP	Amount Available/Anticipated from Other Sources
Training registration fees for 2 victim advocates: \$160x2 = \$320	\$ 320	\$ 320	\$ 0
Rent for Coordinator work space: @ \$5 per sq. ft. = \$5 x 150 sq. ft. x 20mos. = \$15,000 a year x 50%	\$ 15,000	\$7,500	\$ 7,500
Total OVP Supplies & Operating Funds Requested:		\$ 7,820	

Supplies & Operating Justification:

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 line item. **Be sure to show the basis for computation if not already provided above.** Generally, supplies and operating requests such as rent and phone will correlate with the percentage of grant-funded activities (personnel). If the request exceeds the personnel percentage request, please provide a detailed explanation.

Example:

- **Training:** Two victim advocates will be attending the XYZ training. Attending this conference will provide an opportunity to network with people from other agencies and learn new aspects of the victim assistance field.
- **Rent:** Our request is for 50% of the annual costs.

Section 12C –Travel:

Itemize travel expenses of project personnel by purpose (e.g., to attend training sessions, to transport clients, to attend conferences, etc.). Show mileage, lodging and per diem separately. Tuition and registration fees should be listed as **supplies & operating expenses, not travel expenses**.

List the total 20-month agency costs of each item in the "Annual Amount" column (if applicable), and then list the 20-month amount being requested from OVP in the "Amount Requested from OVP" column.

List the combined dollar amount of all other funding sources that contribute to each listed expense in the "Amount Available/Anticipated from Other Sources" column.

Projects are **strongly encouraged** to budget to attend the Orientation Training for awarded projects to be held on May 23, 2017 in the Denver Metro Area. It will be an all-day training so applicants should budget to

send appropriate project-related staff, including expenses for roundtrip mileage, per diem, and lodging costs as appropriate.

In addition, projects are encouraged to budget for travel to send their Project Coordinator to visit Project Safeguard (Denver, CO) a minimum of 1 time during the grant period. Roundtrip mileage, per diem for project-related staff, and lodging costs should be included. Because we understand many programs will not have hired their Coordinator by the May 23, 2017 Orientation Training, this will be an opportunity for this position to obtain in-person technical assistance and guidance from Project Safeguard staff.

If your agency has an established written travel policy, then those per diem and mileage rates should be used. If not, State travel rates should be used for in-state travel (state travel rates can be found here: <https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate> and https://www.colorado.gov/pacific/sites/default/files/Appendix_A1_10-1-2016.pdf).

Out-of-State travel will be considered if deemed appropriate (whether a comparable training is available in state will be a factor).

Example:

Itemized Request (Transportation, Per Diem, etc.)	20-month Amount	Amount Requested from OVP	Amount Available/ Anticipated from Other Sources
Lodging @ XYZ Training for 2 Volunteer Victim Advocates	\$ 480	\$ 240	\$ 240
Mileage to attend the XYZ Training for 2 Volunteer Victim Advocates	\$ 50	\$ 50	\$ 0
Per Diem to attend XYZ Training for 2 Volunteer Victim Advocates	\$ 336	\$ 336	\$ 0
Mileage for Victim Advocates to accompany victims of domestic violence to court	\$ 800	\$ 400	\$ 400
Total Travel Funds Requested:		\$ 1,026	

Travel Justification:

Explain the costs being requested from this grant application 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). **Be sure to show the basis for computation if not already provided above.**

Example:

- Travel expenses have been calculated per our agency's written travel policy. Attendance at the XYZ Training allows the Victim Advocates to learn about best practices in working with domestic violence victims. Without the support of grant funds they would not be able to attend. This training is for 2 nights, 3 days in Breckenridge, CO at \$120 per night per person. $2 \times 120 \times 2 \text{ nights} = \480 .
- Mileage reflects the two advocates traveling in one vehicle: 100 miles roundtrip @ \$.50 per mile = \$50
- Per diem for two advocates for 3 days @ \$56 per day = $3 \times 56 \times 2 = \$336$.

- Mileage is for the grant period and is for advocates to support and assist victims in court. Approximately 400 miles during the 20-month grant period to four counties within the Judicial District: $400 \times 4 \times \$0.50 = \800 . (We are requesting OVP to fund 50% of the mileage costs.)

Section 12D –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.

Section 12E –Professional Services/Consultants:

List consultants or independent contractors who will provide services under the grant. List each consultant or type of service, the proposed rate of pay, and the amount of time to be spent on such services (if applicable).

Example:

Professional Services / Consultants	Rate of Pay	# of Hours to be Worked on This Project (if applicable)	Amount Requested from OVP
Flat Fee for contracted attorneys (\$600 per case per victim served through the program x 25 crime victims)	\$ 600/case	Hrs	\$ 15,000
	\$	Hrs	\$
	\$	Hrs	\$
Total OVP Professional Services / Consultants Funds Requested:			\$ 10,000

Professional Services/Consultants Justification:

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

For all Professional Services/Consultants expenditures in any amount, a completed DCJ Form 16 Consultants/Contracts Certification (requires pre-approval) and copy of the proposed contract or Statement of Work are required. For example, each attorney used in the Lawyers for Victims Program should complete a contract with your agency, and this contract along with a DCJ Form 16 should be submitted to the OVP for approval, prior to the expenditure of funds. Because contracted attorneys will most likely not be registered in SAM, selected program sites will also be asked to submit a supplemental *Debarment Certification* for each attorney selected to work under this project (selected sites will be given additional information on this requirement prior to contracting). Whenever possible, Supplies and Operating purchases and Equipment purchases should be separated from the costs of installation; installation costs should be included in the Professional Services/Consultants category.

Generally, a consultant is an independent contractor or an outside professional who offers his/her contracted services to the public at large, who controls his/her own work, does not require training, pays his/her own taxes, and has his/her own liability and worker’s compensation insurance.

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 flat fee for the service, 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 the OVP of rates in excess of these amounts 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 below, 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. For more detailed information on procurement of services and goods, please see the 2015 DOJ Grants Financial Guide, Section 3.8 (http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf).

Example:

Our agency will contract with X attorneys to provide flat fee civil legal services at a rate of \$600 per case per victim. Our Program plans to assist 25 crime victims through this process during the grant period.

Section 12F –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 grant request for indirect costs (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. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

There are two ways to calculate 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. The MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, travel, and professional services/consultant contracts up to the first \$25,000 of each professional services/consultant contract (regardless of the period of performance of the awards under the professional services/consultant contract). MTDC excludes equipment, capital expenditures, rental costs, tuition, scholarships, participant support costs, and the portion of each professional services/consultant contract in excess of \$25,000. **If you intend to use the 10% de minimus rate for indirect costs please complete the certification form available on our website.** <http://dcj.ovp.state.co.us/>, under *OVP Grant Programs*.

Example: Using the De Minimis Indirect Rate in a Budget:

Personnel/Fringe: \$69,750 (Staff Salary)

Supplies: \$8,170

Travel: \$1,026

Equipment: \$0

Professional Services/Consultants: \$10,000

Total Direct Costs: \$88,946

Calculation for Modified Total Direct Costs (MTDC):
\$88,946 (total direct costs)

Indirect cost is 10% of the total MTDC: $\$88,946 \times 10\% = \$8,895$

Total Project Amount: \$88,946 total direct costs + \$8895 indirect costs = \$97,841

For more information please refer to *2CFR200: Uniform Administrative Requirements, Cost Principles and Audit Requirements (Uniform Guidance)*.

Section 12G –Grant Request Summary:

This chart summarizes all OVP FUNDS REQUESTED from each budget category.

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

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. To calculate the match, simply divide the Total OVP Funds Requested by 4.

Example:

- \$97,841 divided by 4 = \$24,460.25. **Round up to the nearest dollar if the cents is \$.50 or more.** In this example, \$24,460 will be the amount of your match. **Remember** – you cannot use any federal funds as match on your OVP grant.

Type of Match: Match may be provided in cash or as an in-kind contribution. Match must be non-federal funds.

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.

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

Example:

PERSONNEL MATCH (Employees / volunteers of the applicant agency) Employee / Volunteer / Job Position (Full Time Equivalent)	Cash	In-Kind
Mary Smith / Bilingual Advocate (match will be .125 FTE)	\$ 5,000	\$ 0
24/7 Victim Advocate Volunteers @ \$10 per/hr 1,900 hours	\$ 0	\$ 19,000
	\$	\$
Fringe Benefits	\$	\$
Subtotal	\$ 5,000	\$ 19,000
Source of Match: 2 nd JD Local VALE, County Funds, Donations, Volunteer hours		
SUPPLIES AND OPERATING MATCH (Copying, rent, phone, tuition, registration fees and other items under \$5,000)	Cash	In-Kind
Donated Office Space for volunteers provided by City of Del Norte 100 sq. ft. valued at @ \$15 per sq. ft. = \$1,500 a month (Partial January in-kind rent @ \$460)	\$ 0	\$460
	\$ 0	\$ 0
Subtotal	\$ 0	\$ 460
Source of Match: Donated by City of Del Norte		
OTHER	Cash	In-Kind
Travel Match	\$	\$
Equipment Match	\$	\$
Professional Services/Consultants Match	\$	\$
Indirect Costs	\$	\$
Source of Match:		
TOTAL MATCH:	\$ 5,000	\$19,460

Possible Sources of Match:

- **Cash Match:** For example, 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 grant project employee's salary, or other non-grant funded portions of the project. ***Federal funds may never be used as match for OVP grants.***
- **In-Kind Match:** For example, 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 (or market rate in your community) that has been donated to the project.

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.

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. The following example is based on all budget categories and match examples provided above. Please cross check your figures with this populated 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

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**). Complete this section with the assistance of your agency staff person who is responsible for the accounting of these grant funds.

16) COMMUNITY COORDINATION:

List the three agencies with which your project staff will be coordinating most frequently. Provide agency name, contact information and telephone number. Briefly describe the type of coordination of activities utilized with each agency listed, including if your organizations have an MOU. For example: "The Mountain

Resource Center refers domestic violence victims to us and we provide crisis intervention and follow-up services for the victims. We meet monthly with the Mountain Resource Center to enhance communication and improve protocols for serving crime victims.” The OVP reserves the right to contact the agencies listed.

17) ATTACHMENTS

The items listed must be included with your application packet, and should be submitted in conjunction with your application **via e-mail** by the deadline of 3:00p.m. on Monday, March 6, 2017. Your application will be considered incomplete unless all of the items are included.

Attach the following items:

- Overall Agency Budget for 2017
- Job Descriptions for staff or contracted personnel 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 - *the Division of Criminal Justice requires all subgrantees to submit a current formal financial review or audit report every year. Applicants should submit a copy of their most current audit or financial review with their application unless one was submitted to DCJ within the last year. If unsure as to whether or not your agency has submitted one to DCJ within the last year, please contact Ashley Riley Lopes at ashley.lopes@state.co.us or 303.239.4529.*
- PLEASE NOTE: *Agencies submitting a collaborative grant application, in which one agency will serve as the lead agency but will subaward to a partnering agency to implement the proposed project, must also submit signed Letters of Support from the partnering agencies at time of application.*

APPENDIX

- Organizational Requirements
- Sub-Recipient Allowable/Unallowable Costs

ORGANIZATIONAL REQUIREMENTS

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. Applicants should also be able to manage their cash flow between the time costs are incurred and reimbursed (costs are reimbursed on a quarterly basis).
- **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.

SUB-RECIPIENT ALLOWABLE/UNALLOWABLE COSTS

§ 94.119 Allowable direct service costs.

Direct services for which VOCA funds may be used include, but are not limited to, the following:

(a) *Immediate emotional, psychological, and physical health and safety*—Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:

- (1) Crisis intervention services;
- (2) Accompanying victims to hospitals for medical examinations;
- (3) Hotline counseling;
- (4) Safety planning;
- (5) Emergency food, shelter, clothing, and transportation;
- (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
- (7) Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available;
- (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety;
- (9) Costs of the following, on an emergency basis (*i.e.*, when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and
- (10) Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;

(b) *Personal advocacy and emotional support*—Personal advocacy and emotional support, including, but not limited to:

- (1) Working with a victim to assess the impact of the crime;
- (2) Identification of victim's needs;
- (3) Case management;
- (4) Management of practical problems created by the victimization;
- (5) Identification of resources available to the victim;
- (6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and
- (7) Traditional, cultural, and/or alternative therapy/healing (*e.g.*, art therapy, yoga);

(c) *Mental health counseling and care*—Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;

(d) *Peer-support*—Peer-support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;

(e) *Facilitation of participation in criminal justice and other public proceedings arising from the crime*—The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (*e.g.*, juvenile justice hearings, civil commitment proceedings), including, but not limited to:—

- (1) Advocacy on behalf of a victim;
- (2) Accompanying a victim to offices and court;
- (3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding;

- (4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;
 - (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding;
 - (6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings);
 - (7) Assistance with Victim Impact Statements;
 - (8) Assistance in recovering property that was retained as evidence; and
 - (9) Assistance with restitution advocacy on behalf of crime victims.
- (f) *Legal assistance*—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:
- (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;
 - (2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
 - (3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;
- (g) *Forensic medical evidence collection examinations*—Forensic medical evidence collection examinations for victims to the extent that other funding sources such as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Subrecipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Sub-recipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners;
- (h) *Forensic interviews*—Forensic interviews, with the following parameters:
- (1) Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
 - (2) Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and
 - (3) The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
- (i) *Transportation*—Transportation of victims to receive services and to participate in criminal justice proceedings;
- (j) *Public awareness*—Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
- (k) *Transitional housing*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling; and
- (l) *Relocation*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

§ 94.120 Allowable costs for activities supporting direct services.

Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- (a) *Coordination of activities*—Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators;
- (b) *Supervision of direct service providers*—Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services;
- (c) *Multi-system, interagency, multidisciplinary response to crime victim needs*—Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
- (d) *Contracts for professional services*—Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
- (e) *Automated systems and technology*—Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the SAA after considering—
- (1) Whether such procurement will enhance direct services;
 - (2) How any acquisition will be integrated into and/or enhance the program's current system;
 - (3) The cost of installation;
 - (4) The cost of training staff to use the automated systems and technology;
 - (5) The ongoing operational costs, such as maintenance agreements, supplies; and
 - (6) How additional costs relating to any acquisition will be supported;
- (f) *Volunteer trainings*—Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers; and
- (g) *Restorative justice*—Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peacekeeping activities, if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. SAAs that plan to fund this type of service should closely review the criteria for conducting these meetings, and are encouraged to discuss proposals with OVC prior to awarding VOCA funds for this type of activity. At a minimum, the following should be considered:—
- (1) The safety and security of the victim;
 - (2) The cost versus the benefit or therapeutic value to the victim;
 - (3) The procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear;
 - (4) The provision of appropriate support and accompaniment for the victim;
 - (5) Appropriate debriefing opportunities for the victim after the meeting; and
 - (6) The credentials of the facilitators.

§ 94.121 Allowable sub-recipient administrative costs.

Administrative costs for which VOCA funds may be used by sub-recipients include, but are not limited to, the following:

- (a) *Personnel costs*—Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance;

- (b) *Skills training for staff*—Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.
- (c) *Training-related travel*—Training related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct service staff (both VOCA-funded and not);
- (d) *Organizational Expenses*—Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims;
- (e) *Equipment and furniture*—Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;
- (f) *Operating costs*—Operating costs include but are not limited to—
- (1) Supplies;
 - (2) Equipment use fees;
 - (3) Property insurance;
 - (4) Printing, photocopying, and postage;
 - (5) Courier service;
 - (6) Brochures that describe available services;
 - (7) Books and other victim-related materials;
 - (8) Computer backup files/tapes and storage;
 - (9) Security systems;
 - (10) Design and maintenance of Web sites and social media; and
 - (11) Essential communication services, such as web hosts and mobile device services.
- (g) *VOCA administrative time*—Costs of administrative time spent performing the following:
- (1) Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;
 - (2) Collecting and maintaining crime victims' records;
 - (3) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project; and
 - (4) Funding the prorated share of audit costs.
- (h) *Leasing or purchasing vehicles*—Costs of leasing or purchasing vehicles, as determined by the SAA after considering, at a minimum, if the vehicle is essential to the provision of direct services;
- (i) *Maintenance, repair, or replacement of essential items*—Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the SAA after considering, at a minimum, if other sources of funding are available; and
- (j) *Project evaluation*—Costs of evaluations of specific projects (in order to determine their effectiveness), within the limits set by SAAs.

§ 94.122 Expressly unallowable subrecipient costs.

Notwithstanding any other provision of this subpart, no VOCA funds may be used to fund or support the following:

- (a) *Lobbying*—Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (*cf.* 18 U.S.C. 1913), whether conducted directly or indirectly;
- (b) *Research and studies*—Research and studies, except for project evaluation under § 94.121(j);

- (c) *Active investigation and prosecution of criminal activities*—The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under § 94.119, during such investigation and prosecution;
- (d) *Fundraising*—Any activities related to fundraising, except for fee-based, or similar, program income authorized by the SAA under this subpart.
- (e) *Capital expenses*—Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed elsewhere in this subpart).
- (f) *Compensation for victims of crime*—Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions of this subpart;
- (g) *Medical care*—Medical care, except as otherwise allowed by other provisions of this subpart; and
- (h) *Salaries and expenses of management*—Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in this subpart).