

Crime Victim Services Funds

Grant Guide

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Division of Criminal Justice

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Introduction

The Office for Victims Programs (OVP) is a unit within the Division of Criminal Justice (DCJ) at the Department of Public Safety. The OVP is responsible for administering several state and federal 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.

Historically, OVP has utilized three different advisory boards to assist with grant funding recommendations. The Victims Compensation and Assistance Coordinating Committee made recommendations for grants funded from the Victims of Crime Act (VOCA) program. The S.T.O.P. Violence Against Women Act Board made recommendations for the Violence Against Women Act (VAWA) Program, and the State Victim Assistance and Law Enforcement (State VALE) Board made recommendations for State VALE funds.

In 2009, legislation was passed that established the Crime Victim Services Advisory Board (CVSB), which consolidated the three OVP boards into one board. This board has the responsibility of making recommendations for all three of the funding programs, VOCA, VAWA, and State VALE. This consolidation process was initiated as part of a comprehensive funding strategy, with the goal of sustaining a quality infrastructure of victim services and system improvements throughout Colorado, while providing a more efficient application process and minimizing the number of applications that agencies need to submit for OVP funding. For the 2013-2014 grant application process, the Sexual Assault Services Program (SASP) funds will also be included in this application process.

Use of the Grant Guide

This Guide was developed to provide applicants a better understanding of each grant program and to provide additional tools to assist with the grant application process. This Guide should be used in conjunction with the *Announcement of Availability of Funds* and the grant *Application Instructions*.

Although this grant application process presents a consolidated approach, OVP is still required to meet the federal requirements for each funding source. This information has been summarized for you to create an awareness of the requirements that have to be met when funding recommendations are made by the Board. We have included links, where available, to the federal websites that list the requirements in detail.

Also included in this Guide are grant writing tips, sample project goals and objectives, and examples of project impact and data collection methods. Finally, there are instructions concerning professional services contracts and current per-diem rates for your reference.

Please keep the following in mind as you write your grant application: An agency should fill out one application, even if you are applying for a variety of services and activities. Applicants will not be applying for specific funds (VOCA, VAWA, SASP, State VALE). Rather, applicants should apply for specific services and activities. If funded, OVP staff will determine which funding source you will receive for your project.

All applicants will be required to provide information about “match funding” on the application. Each program has different match requirements and some programs do not require match. If an applicant receives OVP funding, OVP staff will determine if match is necessary and determine the required amount of match.

We hope that this Guide provides useful information and will be beneficial in completing the OVP application.

**FEDERAL & STATE ALLOCATION
AND MATCH REQUIREMENTS,
PURPOSE AREAS, PRIORITIES,
AND ELIGIBLE SERVICES**



Victims of Crime Act (VOCA)

History

The Victims of Crime Act (VOCA) was passed by Congress and signed into law by President Reagan on October 12, 1984. This Act serves as the central source of federal financial support for direct services to victims of crime. VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime (OVC) which annually awards a grant to each State, the District of Columbia and U.S. Territories. Those state agencies, in turn, subgrant to organizations that provide direct services to victims of crime. Money for these grants comes from the Crime Victims Fund, a special fund in which fines, penalty assessments, bond forfeitures collected from convicted federal offenders and certain other collections are deposited. Taxpayers do not fund VOCA grants.

Each state has a designated agency to administer VOCA grants. While federal requirements must be met, each state is given discretion in awarding specific subgrants. The Colorado Division of Criminal Justice, the Office for Victims Programs is the designated agency for the administration of VOCA funds in the State of Colorado. The Crime Victim Services Advisory Board serves as the body that reviews grant applications and makes funding recommendations for OVP.

Purpose

The primary purpose of the VOCA assistance grants is to support the provision of services to victims of crime throughout the nation. Services are defined, in the federal program guidelines, as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

For the purpose of the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Allocation of Funds

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

1. child abuse (sexual and physical);
2. adult sexual assault (age 13 and above);
3. domestic violence; and
4. previously designated underserved victim populations.

Match Requirements

Matching contributions of 20% (cash or in-kind) of the total cost of each VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the U.S. Department of Justice, Office for Victims of Crime (OVC).

Eligibility Criteria

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to subrecipients for providing services to victims of crime. Each subrecipient organization shall meet the following requirements:

1. **Public or Nonprofit Organization:** To be eligible to receive VOCA funds, the project must be provided by a public or nonprofit organization or a combination of such organizations, and provide services to crime victims.
2. **Record of Effective Services:** Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
3. **New Programs:** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability. States are responsible for establishing the base level of non-federal support required within the 25-50 percent range.
4. **Volunteers:** Subrecipient organizations must use volunteers unless the state grantee (DCJ) determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.
5. **Promote Community Efforts to Aid Crime Victims:** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or American Indian task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.
6. **Help Victims Apply for Compensation Benefits:** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
7. **Comply with Federal Rules Regulating Grants:** Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
8. **Maintain Civil Rights Information:** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee (DCJ); and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
9. **Comply with State Criteria:** Subrecipients must abide by any additional eligibility or service criteria as established by Colorado's Office for Victims Programs, including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.
10. **Services to Victims of Federal Crimes:** Subrecipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
11. **No Charge to Victims for VOCA-Funded Services:** Subrecipients must provide services to crime victims, at no charge, when victims are being served through a VOCA-funded project.

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

Eligible Agencies

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape crisis centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services.

These organizations include, but are not limited to, the following: criminal justice agencies, religiously-affiliated organizations, state crime victim compensation agencies, hospitals and emergency medical facilities, and state and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have staff specifically trained to serve crime victims. Please see the 1997 Federal VOCA Guidelines for further detailed criteria on these agencies at www.ojp.usdoj.gov/ovc/voca/vaguide.htm .

Ineligible Agencies

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

1. **Federal Agencies:** This includes U.S. Attorneys' Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private, nonprofit organizations that operate on federal land may be eligible subrecipients of VOCA victim assistance grant funds.
2. **In-Patient Treatment Facilities:** For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

Eligible Services

1. **Allowable Costs for Direct Services:** The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a subrecipient's organization:
 - a. *Immediate Health and Safety:* Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food,

clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.

- b. *Mental Health Assistance:* Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- c. *Assistance with Participation in Criminal Justice Proceedings:* In addition to the cost of emergency legal services noted above in Section a, "Immediate Health and Safety," there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. Projects devoted to restitution advocacy on behalf of specific crime victims may also be funded. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces or civil restitution recovery efforts.
- d. *Forensic Examinations:* For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and, such exams conform with state evidentiary collection requirements. State administrators must establish procedures to monitor the use of VOCA victim assistance funds to pay for forensic examinations in sexual assault cases.
- e. *Costs Necessary and Essential to Providing Direct Services:* This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- f. *Special Services:* Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
- g. *Personnel Costs:* Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- h. *Restorative Justice:* Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria, as this cost is carefully reviewed and rarely funded.

2. **Other Allowable Costs and Services:** The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state administrator and subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the subrecipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- a. *Skills Training for Staff:* VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.
- b. *Training Materials:* VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.
- c. *Training Related Travel:* VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages state administrators and subrecipients to first look for available training within their immediate geographical area, to minimize travel costs.
- d. *Equipment and Furniture:* Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria, as this cost is carefully reviewed and rarely funded.
- e. *Purchasing or Leasing Vehicles:* Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria, as this cost is carefully reviewed and rarely funded.
- f. *Advanced Technologies:* Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria, as this cost is carefully reviewed and rarely funded.
- g. *Contracts for Professional Services:* VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English. Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- h. *Operating Costs:* Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, statistics and administrative time to maintain crime victims' records for the VOCA project.
- i. *Supervision of Direct Service Providers:* State grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state administrator may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- j. *Repair and/or Replacement of Essential Items:* VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Please see the 1997 Federal VOCA Guidelines (at www.ojp.usdoj.gov/ovc/voca/vaguide.htm) for further detailed criteria, as this cost is carefully reviewed and rarely funded.
- k. *Public Presentations:* VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime

victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

3. **Unallowable Costs and Activities:** The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds at the subrecipient level:
- a. *Lobbying and Administrative Advocacy:* VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
 - b. *Perpetrator Rehabilitation and Counseling:* Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
 - c. *Needs Assessments, Surveys, Evaluations, Studies:* VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
 - d. *Prosecution Activities:* VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
 - e. *Fundraising activities.*
 - f. *Indirect Organizational Costs:* The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
 - g. *Property Loss:* Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
 - h. *Most Medical Costs:* VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims.
 - i. *Relocation Expenses:* VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
 - j. *Administrative Staff Expenses:* Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
 - k. *Development of Protocols, Interagency Agreements, and Other Working Agreements:* These activities benefit crime victims, but they are considered examples of the types of activities that subrecipients undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subrecipient.
 - l. *Costs of Sending Individual Crime Victims to Conferences.*
 - m. *Crime Prevention Activities.*
 - n. *Most Food and Refreshments.*

Violence Against Women Act (VAWA)

Purpose

The overall purpose of the S.T.O.P. VAWA program is to coordinate and integrate law enforcement, prosecution, judicial efforts, and victim services to identify and respond to crimes of violence against women. Federal financial assistance is provided to states for developing and strengthening effective law enforcement, prosecution, and judicial strategies and victim services in cases involving violent crimes against women, defined as domestic violence, sexual assault, dating violence and stalking.

Allocation of Funds

Each state must allocate the VAWA funds in the following manner:

1. At least 25% to prosecution projects;
2. At least 25% to law enforcement projects;
3. At least 30% to victim services projects (*10% of which must be distributed to culturally specific community based organizations*); and
4. At least 5% for state and local courts and judicial projects.

Match Requirements

Federal VAWA statutes require all applicant agencies, *except non-profit, non-governmental victim services agencies**, to provide matching funds for their VAWA project. 25% of the total VAWA project budget must be provided in cash or in-kind match. These funds may be either cash match from a non-federal source or in-kind match, which consists of non-cash donations. The match must be spent on VAWA project activities and must be expended within the grant period.

Because it is not known which funding source may fund an applicant at the time the application is submitted to the Office for Victims Programs, all applicants are required to include match on their application.

Non-profit, non-governmental victims' services agencies are encouraged to voluntarily provide match. Colorado does not have other state dollars that can be used to match the VAWA grant. Without voluntary match from victim services agencies, Colorado may be unable to accept these federal dollars.

Federal Purpose Areas

Projects funded with federal VAWA funds must meet one or more of the following ***fourteen*** federal purpose areas. These federal purpose areas are not listed in any particular order of importance.

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.

4. Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecutors, and courts, or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.
6. Developing, enlarging, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of American Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
9. Training of sexual assault forensic medical personnel/examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
12. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
13. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault or stalking and may undertake the following activities:
 - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
 - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
14. To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol program) to promote:

- a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003)); and
- c. the development of such protocols in collaboration with State, tribal, territorial and local victim service providers and domestic violence coalitions.

NOTE: Any law enforcement, State, tribal, territorial or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program under paragraph (14) shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol.

Eligible Services

A wide variety of services are eligible to be paid with S.T.O.P. VAWA funds. The following list is an example of these services by funding category. This list is not all inclusive.

Victim Services: Hotline services, crisis intervention, hospital response, counseling/support, criminal justice advocacy, court accompaniment, civil legal assistance, victim/witness notification, victim/survivor advocacy, emergency shelter, and restraining order assistance.

Law Enforcement Services: Response to 911 and other calls for assistance, incident reports, case investigation, arrests of offenders – including bail bond and probation violations, serving protection orders, issuing protection orders, enforcement of warrants, case referrals to prosecutor, and case referrals of federal firearms charges to federal prosecutor.

Prosecution Services: Domestic violence fast track prosecutions, specialized prosecutor for domestic violence and/or sexual assault cases, specialized investigations for domestic violence/sexual assault cases, training, mentoring, and participation on multidisciplinary committees to address domestic violence, sexual assault, stalking and dating violence.

Probation Services: Face-to-face meetings with offenders, telephone contact with offenders, unscheduled surveillance of offenders, and outreach to victims/survivors.

Court Services: Tracking of domestic violence, sexual assault, stalking and dating violence offenders; specialized training programs; and specialized court activities as they relate to domestic violence, sexual assault, stalking and dating violence cases (e.g. benchbook updates).

Discretionary Services: Sexual Assault Nurse Examiner (SANE) services, Sexual Assault Forensic Examiner (SAFE) services, coordination of multidisciplinary teams/taskforces, and training activities.

Unallowable Costs

- Lobbying
- Physical modifications to buildings, including minor renovations
- Prevention activities
- Research projects
- Fundraising
- Activities that compromise victim safety (e.g. couples counseling, etc.)
- Most food and refreshments
- Overtime pay, unless authorized in advance, in writing
- Law enforcement equipment
- Public awareness/community education campaigns
- Development of and/or presentation of domestic violence, sexual assault, stalking or dating violence curriculums in schools
- Immigration fees

Sexual Assault Services Program (SASP)

Purpose

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

Allocation of Funds

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

Match Requirements

There are no match requirements for SASP funds.

Because it is not known which funding source may fund an applicant at the time the application is submitted to the Office for Victims Programs, all applicants are required to include match on their application.

Eligible Agencies

Rape crisis centers, dual programs addressing sexual assault and domestic violence, and child advocacy centers are the only agencies eligible for SASP funds.

Eligible Services

This is defined, in the federal program guidelines, as those efforts that provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

Unallowable Costs

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

State Victim Assistance & Law Enforcement (State VALE)

Purpose

The purpose of State VALE funds is to provide funding for programs that implement statutory rights for crime victims and/or coordinate or provide services to crime victims on a statewide or multi-jurisdictional basis.

Allocation of Funds

State VALE does not have specific allocation requirements.

Match Requirements

There are no match requirements for State VALE funds.

Because it is not known which funding source may fund an applicant at the time the application is submitted to the Office for Victims Programs, all applicants are required to include match on their application.

Purpose Areas

1. Projects that are statutorily mandated to implement the Victim Rights Act statewide.
2. Projects designed to have a statewide or multi-jurisdictional impact.
3. Projects that improve the coordination of victim services and criminal justice-based victim services.
4. Projects that provide greater understanding of the Victim Rights Act.

Eligible Agencies

1. A Colorado state criminal justice agency that implements the Victim Rights Act; or
2. An organization whose proposed project helps implement or coordinate statewide or multi-jurisdictional victim programs and services.

IMPORTANT: All state government agencies applying for State VALE funds must obtain spending authority in their agency's annual budget to receive State VALE dollars. This requirement only applies to state government agencies.

ADDITIONAL TECHNICAL ASSISTANCE DOCUMENTS



Grant Writing Tips

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

1. **Read the Announcement** in its entirety **before** writing your application. Make sure you understand the eligibility guidelines, purpose areas, allowable activities, and application content requirements before you complete the application.
2. **Read the Instructions and OVP Grant Guide**, and call or e-mail DCJ staff early if you have questions.
3. **Attend one of the grant workshops and/or webinar** (dates and locations are listed in the *Announcement*).
4. **Follow OVP's standard application formatting guidelines.** All applicants should:
 - Use at least a 10 point font, such as Times New Roman, to prepare their application.
 - Not exceed the space provided for their responses. Print the completed application to ensure that all typed text is visible.
 - Submit one-sided copies that have been stapled in the upper left hand corner.
 - Not submit the applications in binders or folders.
5. **All information provided should be based on a 12-month time period 1/1/13-12/31/13.** If funded you will be asked to submit updated budgets and goals and objectives for the second year of funding.
 - Use the Tab key on your keyboard to tab through the fields on the budget pages. Using the Tab key will automatically calculate the fields for you.
 - Make sure that your calculations are detailed and accurate.
 - There is no such thing as "miscellaneous" costs. Every single item of cost in your budget must be properly itemized and categorized using the OVP budget categories.
6. **Do not include** activities that have been specifically identified as unallowable in the *Announcement*.
7. **Think "Succinct."** Narrative portions of the application should be concise, concrete, clear, and directly to-the-point. Excessive narrative that strays from the point of the question can cause your message to be lost. Remember that OVP staff and CVS Board members will collectively review about 170 applications so make it as easy as possible for them to quickly understand your responses to items in the application.
8. **Plan ahead.** Calendar the preparation activities and perform them ahead of deadline.
9. Have your agency's **financial person prepare the financial pages** or ask someone to assist you and proof your work.
10. **Proof-read**, then get a second reader to check content and logical flow.
11. **Save an electronic copy** of the application that you are submitting to OVP, as you will need to provide this at a later time.

Additional Samples of Project Goals & Objectives

CASA Project Examples

Goal: *Child sexual and physical abuse victims will be provided services from screened, trained volunteers and/or CASA Supervisors.*

Objective : CASA Volunteers and/or CASA Supervisor will provide 22 child sexual abuse, domestic violence or severe physical abuse victims with 24 face-to-face contacts (528 per year), 12 telephone contacts (264 per year), and 226 third party contacts by the end of the 12-month grant period.

Objective: CASA Supervisor will assist in the screening, recruitment and maintenance of 5 additional CASA Volunteers by the end of the 12-month grant period.

Objective: CASA Supervisor will conduct twice monthly supervision and case management meetings with 5 Volunteer Advocates for a total of 120 contacts by the end of the 12-month grant period.

Child Advocacy Center Project Examples

Goal: *To provide a comprehensive Victim Assistance program for child abuse victims and their non-offending family members in Buford County that includes a child friendly environment, support services, and community referrals during the course of child sexual abuse investigations.*

Objective: By the end of the 12-month grant period a Family Support Advocate will provide direct services to 250 child sexual abuse victims and 250 non-offending family members who come to the Center for a forensic interview (and/or) medical evaluation. The Family Support Advocate will provide childcare to 300 child victims and their siblings brought to the agency for an interview while non-offending parents/guardians are meeting with law enforcement and human services personnel.

Objective: By the end of the 12-month grant period, the Family Support Advocate will provide 500 follow-up contacts to ensure needs are met to at least 80%, or 400, of the child victims, non-offending parents and or caregivers.

Objective: By the end of the 12-month grant period, the bilingual Family Support Advocate will provide translation and interpretation services to approximately 125 Spanish-speaking child victims and their non-offending family members.

Law Enforcement Project Examples

Goal: *The Victim Coordinator will provide direct services to meet the needs of the domestic violence and sexual assault crime victims in Buford County.*

Objective: The Victim Coordinator and Volunteers will provide on scene crisis intervention to 240 adult female victims of domestic violence and 35 adult female victims of sexual assault by the end of the 12-month grant period.

Objective: By the end of the 12-month grant period, the Victim Coordinator will recruit, train and maintain 10 volunteers to provide double coverage 24 hours, seven days a week, to domestic violence and sexual assault crime victims.

Objective: The Victim Coordinator will assist 65 domestic violence crime victims with protection orders by the end of the 12-month grant period.

Goal: *The Law Enforcement Officer will respond to calls for assistance in cases involving domestic violence in Buford County.*

Objective: The Law Enforcement Officer will respond on-scene and investigate 35 domestic violence calls received through the 911 emergency system by the end of the 12-month grant period.

Objective: The Law Enforcement Officer will assist 25 victims with temporary protection orders in domestic violence cases by the end of the 12-month grant period.

Objective: The Law Enforcement Officer will improve arrest rates by 10% (from 45% to 55%) for domestic violence offenders for violation of protection order by the end of the 12-month grant period.

Prosecution Project Examples

Goal: *The 24th Judicial District Attorney's Office will provide specialized services to adult female victims of sexual assault throughout the investigation and prosecution of felony criminal cases.*

Objective: By the end of the 12-month grant period, the Victim Witness Assistant of the Sex Assault Unit will provide 245 court accompaniments to 200 adult female victims of sexual assault.

Objective: By the end of the 12-month grant period, the specialized prosecutor will provide training about the use of forensic medical exam evidence to 35 law enforcement officers and 25 victim advocates.

Objective: The specialized prosecutor will improve filing rates by 10% (from 34% to 44%) in cases of adult female sexual assault by the end of the 12-month grant period because of improved investigations.

Systems Improvement Project Examples

Goal: *The Crime Victimization Taskforce (CVT) of the 24th Judicial District will work to improve the district's response to domestic violence and sexual assault crimes.*

Objective: By the end of the 12-month grant period, the CVT will review local, state and national best practice literature as it relates to coordinated, community response to sexual assault and domestic violence crimes. After a review of these documents, the CVT will create policies and procedures addressing best practice response for each of the disciplines represented on the taskforce (law enforcement, prosecution, nonprofit victim services, medical and courts) in the 24th Judicial District.

Objective: By the end of the 12-month grant period, the CVT coordinator will train 55 key personnel from each of the disciplines regarding the coordinated, community response to sexual assault and domestic violence crimes.

Objective: By the end of the 12-month grant period, the CVT coordinator will coordinate monthly meetings (total of 12) of the multidisciplinary Crime Victimization Taskforce to review approximately 36 domestic violence and/or sexual assault cases from the district to determine if the established policies and procedures were followed.

Project Specific Impact Technical Assistance Documents with Examples

Project Specific Impact

For each goal, 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 could not otherwise accomplish?” and “How will you demonstrate that the funded activities have made a difference?” Briefly describe how you will substantiate the effectiveness of your services and activities relevant to this project by identifying the **Intended Impact** and the **Impact Data Collection Methods** you will use. Please refer to the examples listed below.

Domestic Violence Project Examples

Goal: *The Buford County Domestic Violence Project will provide effective victim assistance to victims of domestic violence.*

Objective: The Safehouse Coordinator will facilitate 6,000 shelter nights to 200 women and 125 children by the end of the 12-month grant period.

Objective: The Legal Advocate will provide protection order assistance to 75 women by the end of the 12-month grant period.

Objective: The Women’s Counselor will provide 50 individual and 100 group sessions to 25 women by the end of the 12-month grant period.

Intended Impact: *Victims know how to access resources; Victims report they feel connected to a support system; Victims express a feeling that their physical safety has improved; Victims express knowledge of options available to them.*

Impact Data Collection Methods: Client survey using a 5-point scale (“Strongly agree to strongly disagree”); Staff notes from one-on-one interviews; Staff documented observation of client’s use of resources and support system.

Law Enforcement Victim Service Project Examples

Goal: *The Victim Assistance Coordinator will provide direct services to meet the needs of crime victims in Buford County during the 12-month grant period.*

Objective: The Victim Assistance Coordinator/Volunteers will provide on scene crisis intervention to 240 crime victims by the end of the 12-month grant period.

Objective: During the 12-month grant period, the Victim Assistance Coordinator will maintain 2 volunteers or other staff to provide on-call translation to 35 monolingual crime victims.

Objective: By the end of the grant period, the Victim Assistance Coordinator will recruit and train 10 volunteers who will provide coverage 24 hours, seven days a week to crime victims for the duration of the 12-month grant period.

Intended Impact: *Victims report that they feel safer and more protected; Victims report that they have knowledge they didn't have before; Monolingual victims are able to access services because of availability of translation assistance.*

Impact Data Collection Methods: Client survey using a 5-point scale ("Strongly agree to strongly disagree"); Documentation of follow-up contacts; Documentation of frequency of use of translation services by monolingual victims.

Sexual Assault Victim Services Project Examples

Goal: *The Buford County Sexual Assault Program will provide direct services to meet the needs of sexual assault crime victims in Buford County.*

Objective: The Volunteer Coordinator, Project Director, and Volunteers will provide response (seven day a week, 24 hours per day) to 55 hotline calls by the end of the 12-month grant period.

Objective: The Project Director and Women's Advocate will provide 65 sexual assault victims with advocacy at the hospital by the end of the 12-month grant period.

Objective: The Women's Advocate will provide court accompaniment to 65 sexual assault victims by the end of the 12-month grant period.

Intended Impact: *Victims demonstrate knowledge of crisis and trauma; Victims experience a decrease in the frequency and/or intensity of crime-related symptoms; Victims know how to access available resources; Victims recognize their legal rights.*

Impact Data Collection Methods: Client survey using a 5-point scale ("Strongly agree to strongly disagree"); Documentation of case notes and staff observations; Reliable symptom assessments.

District Attorneys' Victim Service Project Examples

Goal: *The 24th Judicial District Attorney's Office will provide effective advocacy and support to crime victims throughout the investigation and prosecution of criminal cases.*

Objective: By the end of the 12-month grant period, the Victim/Witness Assistant of the Special Victim Unit will provide 245 court accompaniments to 200 crime victims.

Objective: By the end of the 12-month grant period, 250 out of 300 victim impact statements sent will be returned to the Victim Witness Assistant for use in court.

Objective: By the end of the 12-month grant period, the Victim Witness Assistant will contact 200 crime victims and provide 450 Victims Rights Act notifications (date, time and place) of all critical stages.

Intended Impact: *Victims say they understand how the criminal justice system works; Victims know how to access available resources; Victims' stated needs are being met; Victims' rights are afforded.*

Impact Data Collection Methods: Client survey using a 5-point scale ("Strongly agree to strongly disagree"); Staff documented observation of the client's ability to function within the system and access resources; Staff notes regarding the client's expressed needs upon intake and records of referrals made and services offered to meet needs; Staff documentation of critical stage notification.

Statewide/Systems Improvement Project Examples

Goal: *To provide technical assistance, support, and training to victim service providers, law enforcement officers, and prosecutors to improve the quality of investigation and prosecution of cases.*

Objective: By the end of the 12-month grant period, the Project Director will organize a four-day conference to provide training on the investigation and prosecution of Sexual Assault and Domestic Violence cases to 30 advocates, 30 law enforcement officers, and 30 prosecutors.

Objective: During the 12-month grant period, the Training Coordinator will conduct 10 site visits in all geographic regions of the State in order to provide technical assistance on effectively working with domestic violence victims.

Objective: The Project Director and Training Coordinator will provide multidisciplinary training on domestic violence, sexual assault and/or stalking in 6 communities by the end of the 12-month grant period.

Intended Impact: *To reduce the number of cases either not filed or dismissed due to inadequate evidence collection or case preparation.*

Impact Data Collection Methods: Documentation of comparative data on case filings and dismissals pre- and post-training; Pre- and post-training assessment of knowledge on the topics presented.

Goal: *To provide victims their rights under the Colorado Victims' Rights Amendment.*

Objective: The VRA Specialist will provide assistance and support to 200 victims attending Parole Board hearings during the 12-month grant period.

Objective: Notification of offender status change will be mailed to 5,000 registered victims in a timely manner and the VRA Specialist will respond to telephone calls from 500 victims within 48 hours during the 12-month grant period.

Objective: During the 12-month grant period, customer service surveys will have been sent to 1,000 registered victims. Surveys will be reviewed by the VRA Specialist for suggestions and comments on improving services. A summary of responses will be submitted with final report.

Intended Impact: *Victims are afforded their rights.*

Impact Data Collection Methods: Staff documentation of notification, support services provided, and accompaniment to Parole Board hearings; Review of customer service surveys.

Outcome Performance Measures

We are providing sample crime victim survey/performance measure instruments that were developed by the State of Georgia's Criminal Justice Coordinating Council with Performance Vistas, Inc., a well known and respected consultant. Colorado was given permission to use these surveys and agencies may modify or use them. They may assist you in substantiating the effectiveness of your direct client services and activities for which you are requesting funding. These surveys are designed for subgrantees to distribute to direct service clients who have substantially completed services to measure the impact of their services. Georgia's **Outcome Performance Measurement Guide for Direct Victim Assistance Programs** is available on their website <http://cjcc.ga.gov>.

Survey for Child Advocacy Centers, Victim-Witness Programs for Children

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

My relationship to the child is (check one):	<input type="checkbox"/> parent <input type="checkbox"/> grandparent <input type="checkbox"/> other relative <input type="checkbox"/> foster parent <input type="checkbox"/> legal guardian			<input type="checkbox"/> Other(describe):	
As a result of the services the child received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i> 1. I am now more aware of other sources of help for my child in my community. 2. I now have a better understanding of child abuse and its effects on victims and their families.	5 5	4 4	3 3	2 2	1 1
<i>Stability/Resolution:</i> 3. I am using the information I received to help with the situation.	5	4	3	2	1
<i>Understanding/Participating in the Criminal Justice System:</i> 4. I now have a better understanding of how the police, lawyers, and courts work. 5. I now have a better understanding of the rights of child abuse victims.	5 5	4 4	3 3	2 2	1 1
<i>Safety:</i> 6. I now know ways to manage my child's safety.	5	4	3	2	1
<i>Satisfaction:</i> 7. I am satisfied with the services my child received from [agency name].	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación de los Centro de Ayuda para Niños, Programa para Niños, Víctimas o testigos, Centros de Abuso Sexual que tratan a Niños

Ejemplo

Va hacer contestando Persona responsable de corazón por el bienestar del niño/la niña. Por favor ayudenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

Mi relación con el niño/la niña es (marque uno):	<input type="checkbox"/> padres <input type="checkbox"/> abuelo/a <input type="checkbox"/> otro familiar <input type="checkbox"/> pariente adoptivo <input type="checkbox"/> personal con custodial legal			<input type="checkbox"/> Otro (describe):	
El resultado de los servicios que recibió el niño/la niña en (nombre de su agencia):	<i>Muy de Acuerdo</i>	<i>De Acuerdo</i>	<i>Sin Opinión</i>	<i>En Desacuerdo</i>	<i>Muy en Desacuerdo</i>
<i>Necesidades Físicas y Emocionales:</i>					
1. Ahora tengo más conocimiento acerca de los recursos de ayuda que están disponibles en la comunidad para mi niño/a.	5	4	3	2	1
2. Ahora tengo un mejor entendimiento acerca del abuso infantil y de sus efectos en víctimas y sus familias.	5	4	3	2	1
<i>Estabilidad/Resolución:</i>					
3. Estoy utilizando la información que recibí para ayudar con la situación.	5	4	3	2	1
<i>Entendimiento/Participación en el sistema de Justicia Penal:</i>					
4. Ahora tengo un mejor entendimiento de como la policía, los abogados y la corte trabajan.	5	4	3	2	1
5. Ahora tengo un mejor entendimiento acerca de los derechos de víctimas de abuso infantil.	5	4	3	2	1
<i>Seguridad:</i>					
6. Ahora conozco maneras de cómo proteger mi niño/a.	5	4	3	2	1
<i>Satisfacción:</i>					
7. Estoy satisfecho/a con los servicios que mi niño/a recibió en (nombre de su agencia).	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

Court Appointed Special Advocate Survey

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

My relationship to the child is (check one):	<input type="checkbox"/> parent <input type="checkbox"/> grandparent <input type="checkbox"/> other relative <input type="checkbox"/> foster parent <input type="checkbox"/> legal guardian		<input type="checkbox"/> Other(describe):		
As a result of the services the child received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i> 1. The child's physical and emotional needs are being met. 2. The child understands that she or he is the victim, not the cause of the family's disruption. 3. There is a decrease in the intensity/ severity of the child's abuse-related symptoms, such as sleeplessness, nervousness, fear or anxiety.	5 5 5	4 4 4	3 3 3	2 2 2	1 1 1
<i>Stability/Resolution:</i> 4. The child's case plan goals for physical and emotional recovery are being achieved. 5. The child's case plan goals for permanency are being achieved.	5 5	4 4	3 3	2 2	1 1
<i>Safety:</i> 6. The court considered the child's wishes and best interests in making the case disposition.	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación de la Persona Designada por la Corte

Ejemplo

Por favor ayudenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

Mi relación con el niño/la niña es (marque uno):	<input type="checkbox"/> padres <input type="checkbox"/> abuelo/a <input type="checkbox"/> otro familiar <input type="checkbox"/> pariente adoptivo <input type="checkbox"/> personal con custodial legal			<input type="checkbox"/> Otro (describe):	
El resultado de los servicios que recibió el niño/la niña en (nombre de su agencia):	<i>Muy de Acuerdo</i>	<i>De Acuerdo</i>	<i>Sin Opinión</i>	<i>En Desacuerdo</i>	<i>Muy en Desacuerdo</i>
<i>Necesidades Físicas y Emocionales:</i> 1. Las necesidades físicas y emocionales del niño/a fueron cubiertas 2. El niño/a entiende que el/ella es la víctima, no la causa de la crisis familiar. 3. Ha disminuido la intensidad de los síntomas relacionados con el abuso infantil, como no poder dormir, nerviosismo, temores o ansiedad.	5 5 5	4 4 4	3 3 3	2 2 2	1 1 1
<i>Estabilidad/Resolución:</i> 4. El plan de trabajo para alcanzar metas de recuperación física y emocional fue completado. 5. El plan de trabajo requerido por la corte fue completado.	5 5	4 4	3 3	2 2	1 1
<i>Seguridad:</i> 6. La corte considero los deseos y el bienestar del niño/la niña cuando se decidió el veredicto del caso.	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

Adult Victim or Survivor Counseling Client Survey

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

As a result of the services I received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i>					
1. I now have a better understanding of how being a survivor of crime has affected my life.	5	4	3	2	1
2. I was assisted in meeting my immediate needs.	5	4	3	2	1
3. I am more aware of other sources of help available to me.	5	4	3	2	1
7. I am sleeping better and feeling less nervous since I became involved with this agency.	5	4	3	2	1
<i>Stability/Resolution:</i>					
4. I am using the skills I learned to help my situation.	5	4	3	2	1
8. I am achieving the goals I set for myself.	5	4	3	2	1
<i>Understanding/Participating in the Criminal Justice System:</i>					
8. I now have a better understanding of my rights as a victim of crime.	5	4	3	2	1
<i>Safety:</i>					
9. I now know ways to manage my safety.	5	4	3	2	1
<i>Satisfaction:</i>					
10. I am satisfied with the services I received from [agency name].	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación de la Consejería para los Adultos Sobrevivientes de u Crimen

Ejemplo

Por favor ayudenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

El resultado de los servicios que recibí de (nombre de su agencia):	Muy de Acuerdo	De Acuerdo	Sin Opinión	En Desacuerdo	Muy en Desacuerdo
<i>Necesidades Físicas y Emocionales:</i>					
1. Ahora tengo un mejor entendimiento acerca de cómo ser un sobreviviente de crimen afecta mi vida.	5	4	3	2	1
2. Me apoyaron en satisfacer mis necesidades inmediatas.	5	4	3	2	1
3. Ahora tengo más conocimiento acerca de los recursos que están disponibles para mí.	5	4	3	2	1
4. Desde que estoy envuelta con esta agencia, estoy durmiendo mejor y me siento menos nerviosa.	5	4	3	2	1
<i>Estabilidad/Resolución:</i>					
5. Estoy utilizando la información que recibí para mejorar mi situación.	5	4	3	2	1
6. Estoy alcanzando las metas que me propuse.	5	4	3	2	1
<i>Entendimiento/Participación en el sistema de Justicia Penal:</i>					
7. Ahora tengo un mejor entendimiento acerca de mis derechos como víctima de crimen.	5	4	3	2	1
<i>Seguridad:</i>					
8. Ahora tengo mas conocimiento de cómo hacer un plan de seguridad	5	4	3	2	1
<i>Satisfacción:</i>					
9. Estoy satisfecho/a con los servicios que recibí de (nombre de su agencia).	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

Survey for Family or Child Counseling Programs (long term services)

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

As a result of the services the child received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i>					
1. I am now more aware of sources of help for my child.	5	4	3	2	1
2. I have a better understanding of child abuse and its effects on victims and their families.	5	4	3	2	1
3. The child understands that the changes in the family following the abuse are not his/her fault.	5	4	3	2	1
4. The child is sleeping better and acting less scared or angry since we became involved with this agency.	5	4	3	2	1
<i>Stability/Resolution:</i>					
5. I am using the information I received to help with the situation.	5	4	3	2	1
6. My child and I were assisted in meeting our needs.	5	4	3	2	1
<i>Understanding/Participating in the Criminal Justice System:</i>					
7. I now have a better understanding of the rights of child abuse victims.	5	4	3	2	1
<i>Safety:</i>					
8. I now know ways to manage my child's safety.	5	4	3	2	1
<i>Satisfaction:</i>					
9. I am satisfied with the services my child received from [agency name].	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación para Programas de Conserjería Infantil (servicios de largo plazo)

Ejemplo

Por favor ayúdenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

Mi relación con el niño/ la niña es (marque uno):	<input type="checkbox"/> padres <input type="checkbox"/> abuelo/a <input type="checkbox"/> otro familiar <input type="checkbox"/> pariente adoptivo <input type="checkbox"/> personal con custodia legal			<input type="checkbox"/> Otro (describe):	
El resultado de los servicios que recibió el niño/la niña en (nombre de su agencia):	<i>Muy de Acuerdo</i>	<i>De Acuerdo</i>	<i>Sin Opinión</i>	<i>En Desacuerdo</i>	<i>Muy en Desacuerdo</i>
<i>Necesidades Físicas y Emocionales:</i> 1. Ahora tengo más conocimiento acerca de otros recursos de ayuda que están disponibles en la comunidad para mi niño/a. 2. Ahora tengo un mejor entendimiento acerca del abuso infantil y sus efectos en víctimas y sus familias. 3. El niño/la niña entiende que el/ella no es responsable de los cambios que han ocurrido en la familia después del abuso. 4. El niño/ la niña esta durmiendo mejor y esta actuando con menos miedo desde que empezamos a trabajar con la agencia.	5 5 5 5	4 4 4 4	3 3 3 3	2 2 2 2	1 1 1 1
<i>Estabilidad/Resolución:</i> 5. Estoy utilizando la información que recibí para ayudar con la situación. 6. Mi niño/a y yo fuimos ayudados en satisfacer nuestras necesidades inmediatas.	5 5	4 4	3 3	2 2	1 1
<i>Entendimiento/Participación en el sistema de Justicia Penal:</i> 7. Tengo un mejor entendimiento acerca de los derechos de víctimas de abuso infantil.	5	4	3	2	1
<i>Seguridad:</i> 8. Ahora conozco maneras de cómo proteger mi niño/a.	5	4	3	2	1
<i>Satisfacción:</i> 9. Estoy satisfecho/a con los servicios que mi niño/a recibió en (nombre de su agencia).	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

Domestic Violence Shelter and Services Survey

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

As a result of the services I received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i>					
1. I now have a better understanding of domestic violence and its effects on my life.	5	4	3	2	1
2. I was assisted in meeting my immediate needs.	5	4	3	2	1
3. I am now more aware of other sources of help available to me.	5	4	3	2	1
<i>Stability/Resolution:</i>					
4. I am using the information I received to help with my situation.	5	4	3	2	1
5. I am achieving the goals I set for myself.	5	4	3	2	1
<i>Understanding/Participating in the Criminal Justice System:</i>					
6. I now have a better understanding of how the police, lawyers and courts work.	5	4	3	2	1
7. I now have a better understanding of my rights as a victim of crime.	5	4	3	2	1
<i>Safety:</i>					
8. I now know ways to manage my safety.	5	4	3	2	1
<i>Satisfaction:</i>					
9. I am satisfied with the services I received from [agency name].	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación de los Refugio de Violencia Doméstica y sus Servicios

Ejemplo

Por favor ayúdenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

El resultado de los servicios que recibí de (nombre de su agencia):	Muy de Acuerdo	De Acuerdo	Sin Opinión	En Desacuerdo	Muy en Desacuerdo
<i>Necesidades Físicas y Emocionales:</i>					
1. Ahora tengo un mejor entendimiento acerca de la violencia domestica y de sus efectos en mi vida.	5	4	3	2	1
2. Me apoyaron en satisfacer mis necesidades inmediatas.	5	4	3	2	1
3. Ahora tengo más conocimiento acerca de los recursos que están disponibles para mí.	5	4	3	2	1
<i>Estabilidad/Resolución:</i>					
4. Estoy utilizando la información que recibí para mejorar con mi situación.	5	4	3	2	1
5. Estoy alcanzando las metas que me propuse.	5	4	3	2	1
<i>Entendimiento/Participación en el sistema de Justicia Penal:</i>					
6. Ahora tengo un mejor entendimiento de como la policia, los abogados y la corte trabajan.	5	4	3	2	1
7. Ahora tengo un mejor entendimiento acerca de mis derechos como víctima de crimen.	5	4	3	2	1
<i>Seguridad:</i>					
8. Ahora tengo mas conocimiento de cómo hacer un plan de seguridad.	5	4	3	2	1
<i>Satisfacción:</i>					
9. Estoy satisfecho/a con los servicios que recibí de (nombre de su agencia).	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

Legal Services Client Survey

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

As a result of the services I received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i>					
1. I was assisted in meeting my needs.	5	4	3	2	1
2. I am more aware of other sources of help available to me.	5	4	3	2	1
<i>Stability/Resolution:</i>					
3. The assistance I received helped solve my legal problem.	5	4	3	2	1
<i>Understanding and Participation in the Criminal Justice (Legal) System:</i>					
4. I now have a better understanding of how the legal process/criminal justice/immigration process works (choose one).	5	4	3	2	1
5. I now have a better understanding of my rights as a victim of crime.	5	4	3	2	1
<i>Safety:</i>					
6. I feel safer as a result of the assistance I received from the legal advocate/ ombudsman.	5	4	3	2	1
<i>Satisfaction:</i>					
7. I am satisfied with the services I received from [agency, advocate's or ombudsman's name here].	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación de los Servicios Legales a los Participantes

Ejemplo

Por favor ayúdenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

El resultado de los servicios que recibí de (nombre de su agencia):	Muy de Acuerdo	De Acuerdo	Sin Opinión	En Desacuerdo	Muy en Desacuerdo
<i>Necesidades Físicas y Emocionales:</i>					
1. Fui apoyada en satisfacer mis necesidades inmediatas.	5	4	3	2	1
2. Ahora tengo más conocimiento acerca de los recursos que están disponibles para mí.	5	4	3	2	1
<i>Estabilidad/Resolución:</i>					
3. La asistencia que recibí me ayudo a resolver mis problemas legales.	5	4	3	2	1
<i>Entendimiento/Participación en el sistema de Justicia Penal:</i>					
4. Tengo un mejor entendimiento acerca de como el proceso legal/ justicia penal/ proceso de inmigración trabaja (escoja uno).	5	4	3	2	1
5. Ahora tengo un mejor entendimiento acerca de mis derechos como víctima de crimen.	5	4	3	2	1
<i>Seguridad:</i>					
6. Me siento mas segura por la ayuda que recibí de la asesora legal	5	4	3	2	1
<i>Satisfacción:</i>					
7. Estoy satisfecho/a con los servicios que recibí de (nombre de su agencia/de la asesora).	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

Prosecution & Law Enforcement Victim Witness Assistance Program Survey

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

As a result of the services I received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i>					
1. I was assisted in meeting my needs.	5	4	3	2	1
2. I am now more aware of other sources of help available to me.	5	4	3	2	1
<i>Stability:</i>					
3. I am using the information I received to help with my situation.	5	4	3	2	1
<i>Understanding/Participating in the Criminal Justice System:</i>					
4. I now have a better understanding of how the police, lawyers, and courts work.	5	4	3	2	1
5. I now have a better understanding of my rights as a victim of crime.	5	4	3	2	1
<i>Safety:</i>					
6. I feel safer as a result of the assistance I received from this agency.	5	4	3	2	1
<i>Satisfaction:</i>					
7. I am satisfied with the services I received from [agency name].	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación del Fiscalía y Programa de Asistencia para Victim Testigos

Ejemplo

Por favor ayudenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

El resultado de los servicios que recibí de (nombre de su agencia):	Muy de Acuerdo	De Acuerdo	Sin Opinión	En Desacuerdo	Muy en Desacuerdo
<i>Necesidades Físicas y Emocionales:</i>					
1. Me apoyaron en satisfacer mis necesidades inmediatas.	5	4	3	2	1
2. Ahora tengo más conocimiento acerca de los recursos que están disponibles para mí.	5	4	3	2	1
<i>Estabilidad/Resolución:</i>					
3. Estoy utilizando la información que recibí para mejorar en mi situación.	5	4	3	2	1
<i>Entendimiento/Participación en el sistema de Justicia Penal:</i>					
4. Ahora tengo un mejor entendimiento de como la policía, los abogados y la corte trabajan.	5	4	3	2	1
5. Ahora tengo un mejor entendimiento acerca de mis derechos como víctima de crimen.	5	4	3	2	1
<i>Seguridad:</i>					
6. Me siento más segura por la asistencia que recibí de la agencia.	5	4	3	2	1
<i>Satisfacción:</i>					
7. Estoy satisfecho/a con los servicios que recibí de (nombre de su agencia).	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

Sexual Assault Agencies Survey

Sample

Directions: Please help us to improve our program by answering the following questions. We want to know how you are doing with your recovery process, and how we have helped. *Please circle the best answer for each question.*

As a result of the services I received from [agency name]:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<i>Physical and Emotional Needs:</i>					
1. I now have a better understanding of sexual assault and its effects on my life.	5	4	3	2	1
2. I was assisted in meeting my immediate needs.	5	4	3	2	1
3. I am now more aware of other sources of help available to me.	5	4	3	2	1
<i>Stability:</i>					
4. I am using the information I received to help with my situation.	5	4	3	2	1
5. I am achieving the goals I set for myself.	5	4	3	2	1
<i>Understanding/Participating in the Criminal Justice System:</i>					
6. I now have a better understanding of how the police, lawyers, and courts work.	5	4	3	2	1
7. I now have a better understanding of my rights as a victim of crime.	5	4	3	2	1
<i>Satisfaction:</i>					
8. I am satisfied with the services I received from [agency name].	5	4	3	2	1

Thank you for taking the time to help us improve our services.

Evaluación de las Agencias de Asalto Sexual

Ejemplo

Por favor ayúdenos a mejorar nuestros servicios contestando las siguientes preguntas. Dejenos saber como le esta llendo en su proceso y como la hemos apoyado. Circule la mejor respuesta para cada pregunta.

El resultado de los servicios que recibí de (nombre de su agencia):	Muy de Acuerdo	De Acuerdo	Sin Opinión	En Desacuerdo	Muy en Desacuerdo
<i>Necesidades Físicas y Emocionales:</i>					
1. Ahora tengo un mejor entendimiento acerca del asalto sexual y de sus afectos en mi vida.	5	4	3	2	1
2. Fui apoyada en satisfacer mis necesidades inmediatas.	5	4	3	2	1
3. Ahora tengo más conocimiento acerca de los recursos que están disponibles para mí.	5	4	3	2	1
<i>Estabilidad/Resolución:</i>					
4. Estoy utilizando la información que recibí para mejorar mi situación.	5	4	3	2	1
5. Estoy alcanzando las metas que me propuse	5	4	3	2	1
<i>Entendimiento/Participación en el sistema de Justicia Penal:</i>					
6. Ahora tengo un mejor entendimiento de cómo la policía, los abogados y la corte trabajan.	5	4	3	2	1
7. Ahora tengo un mejor entendimiento acerca de mis derechos como víctima de crimen.	5	4	3	2	1
<i>Satisfacción:</i>					
8. Estoy satisfecho/a con los servicios que recibí de (nombre de su agencia).	5	4	3	2	1

Gracias por tomarse el tiempo para ayudarnos a mejorar nuestro servicios.

I.R.S. Information on Determination of Employee vs. Independent Contractor

Mistakenly classifying an employee as an independent contractor can result in fines and penalties with the Internal Revenue Service (I.R.S.). The I.R.S. has produced a number of documents that will assist an organization in determining whether an individual is an independent contractor or an employee. The following two websites will assist the subrecipient in making that determination:

1. www.irs.gov
2. www.irs.gov/taxtopics/tc762.html

Non-Competitive Negotiation (Sole Source Justification)

Non-Competitive Negotiation (sole-source justification) is procurement through the solicitation of a proposal from only one source or after solicitation of a number of sources when competition is determined inadequate. Prior approval by DCJ is required for all non-competitive procurement. Sole-source procurement over \$100,000 must also have the federal government's approval through DCJ. DCJ approval of non-competitive, sole-source procurement will be given only when the award of a contract is not feasible under small purchase procedures, competitive negotiations, or sealed bids, and at least one of the following circumstances apply:

- The subrecipient can show that the item is available only from a single source.
- The public need or emergency for the requirement does not permit a delay resulting from competitive solicitation.
- After solicitation of a number of sources, competition is determined inadequate.

While all procurement processes must be documented, it is particularly important for the grantee to maintain the following documentation for sole-source procurement.

1. A brief description of the program and the item to be procured and its necessity to the program.
2. An explanation of why it is necessary to contract non-competitively, to include the following (as applicable):
 - Expertise and experience of the contractor/vendor
 - Uniqueness of contractor/vendor capability
 - Responsiveness
 - Knowledge of the program
 - Time constraints
3. Specify when contractual/vendor coverage is required and why, and what the impact would be if dates are not met.
4. Specify how long it would take another contractor/vendor to reach the same level of competence (equate to dollars).

Colorado Authorized Per Meal Reimbursement Rates

(January 1, 2012)

Mileage

Mileage should be calculated at \$0.50 per mile.

Meals

Per Diem Rate	Base			High Cost		
	Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$11.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
Incidental *	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
TOTAL	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00

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

CO City	County	Per Diem
Aspen	Pitkin	\$71
Boulder/Broomfield	Boulder/Broomfield	\$61
Colorado Springs	El Paso	\$66
Cortez	Montezuma	\$51
Crested Butte/Gunnison	Gunnison	\$51
Denver Metro	Denver, Adams, Arapahoe, & Jefferson Counties	\$66
Douglas County	Douglas County	\$61
Durango	La Plata	\$61
Fort Collins/Loveland	Larimer	\$56
Glenwood Springs	Garfield	\$51
Grand Junction	Mesa	\$51
Montrose	Montrose	\$56
Silverthorne/Breckenridge	Summit	\$56
Steamboat Springs	Routt	\$56
Telluride	San Miguel	\$71
Vail	Eagle	\$71

Per the State Travel Management Program Office, if a locale is not on the list, the Base Rate of \$46.00 for travel to that locale should be applied.

