



Crime Victim Services Funding Opportunity

Application Instructions

Released:

January 20, 2026

Grant Period:

January 1, 2027 to December 31, 2027

Applicants must complete their application and upload all required attachments into the [Fluxx grants management system](#) and submit no later than 11:59 p.m. on March 2, 2026.

Late Applications will not be accepted. Applications may be deemed incomplete and denied if all required application sections are not completed or if required attachments are not submitted by the deadline.

Please read the [Announcement for the CY 2027 Crime Victim Services \(CVS\) Grant Program Funds](#) before completing the Application. Agencies awarded CVS funds for CY 2026 are not eligible to apply.

For accommodations, including requesting this information in an alternate format, please contact the Office for Victims Programs at (303) 239-5719 or cdps.ovpconnect@state.co.us.

Colorado Department of Public Safety

Division of Criminal Justice

Office for Victims Programs

Office: 303.239.5719; Fax: 303.239.5743

Email: cvsgrants@state.co.us

[CVS Funding Opportunity Webpage](#)

[Fluxx](#)

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Read the [Announcement](#) and use the Application Instructions as a guide while completing the Application.

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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 administers several federal and state grant programs that provide services to victims of crime and coordinate and integrate law enforcement, prosecution, judicial efforts, and victim services in response to crimes.

The Crime Victim Services Advisory Board (CVSAB) has the responsibility of making funding recommendations for the following grant programs: S.T.O.P. Violence Against Women Act (S.T.O.P. VAWA), Victims of Crime Act (VOCA), and Sexual Assault Services Program (SASP).

Unlike in previous years, this funding cycle is only open for applicants NOT awarded CVS funds for Calendar Year 2026, and only VOCA funding is available. If you have questions regarding whether your agency is eligible to apply for this funding opportunity, please contact cvsgrants@state.co.us. Funding recommendations made by the CVSAB will be for one year (calendar year 2027).

The CVSAB's [Funding Philosophy](#) and VOCA funding requirements are available in the [Appendix](#) of this document.

To apply, use the [Fluxx - Create and Submit an Application](#) Job Aid and submit by 11:59 p.m. on Monday, March 2, 2026.

Please note, staff will be unavailable to assist with any technical issues or answer questions after 5:00 p.m. on March 2, 2026. **Applications not submitted by the deadline will not be considered for funding. Applications may be deemed incomplete and denied if all required application sections are not completed or required attachments are not submitted.**

The [Announcement](#), Application Instructions, and more resources/materials can be found [on our website](#).

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Schedule of Events

- **January 20, 2026** [Announcement/Application](#) for the CY 2027 Crime Victim Services (CVS) Grant Program Funds Released and Available in [Fluxx Grant Management System](#)
- **January and February 2026** Grant Application Webinars held. A list of grant application workshop dates is available on [our website](#).
- **February 23, 2026** Recommended deadline to create Fluxx Account (if applicable)
- **March 2, 2026** Application Deadline
- **June 2026** Full CVS Advisory Board Funding Meeting & Reconsideration Meeting* for denied applicants (denied applicants notified)
- **July 2026** Final Award & Final Denial Notifications
- **Fall 2026** CVS Grant Staff will work with awarded agencies to finalize Statements of Work and Budgets to complete contracting.
- **November 2026** Signed Grant Agreements and additional required documents are due.
- **January 1, 2027** Grant period begins

*If your Application is denied, you will be notified and will have the option to request a reconsideration of the CVSAB's decision.

Important Information

Please note that the CY 2027 Crime Victim Services (CVS) Grant Program Funds Application Instructions do not cover each application question in detail, as there is guidance provided throughout the Application in Fluxx.

Fluxx Questions

You must have or create a free Fluxx Account to apply.

- If you already have a Fluxx account, review the [Create and Submit an Application](#) job aid.
 - If you have forgotten your username or password, review the [Forgotten Username or Password](#) job aid
- If you do not have a Fluxx account, review the [New Organizations](#) Job Aid.

Contact DCJ's Customer Support Coordinator at DCJGMS@state.co.us if you experience problems or have questions about how to use the Fluxx system. Please note that staff will not be available after 5:00 p.m. on March 2, 2026, to provide technical assistance.

General Application Tips

- Read the full [Announcement](#).
- If you are experiencing issues accessing the application in Fluxx, use the [Create and Submit an Application](#) job aid.
- Set up your Fluxx Account and gather the required attachments before the deadline. Do not wait until the last minute to complete your application, as late submissions will not be accepted. Staff will not be able to assist with technical or submission issues after 5:00 p.m. on March 2, 2026.
- Complete the Application based on a 12-month grant period (1/1/27 -12/31/27).

- Once you've completed your application, have an outside reviewer less familiar with your program review it for clarity, as the CVSAB reviewers may not be familiar with your program.

Application Functionality Tips

- Review the Fluxx [Grantee Navigation and Application Tips](#) job aid.
- Save the Application in Fluxx frequently to avoid losing work. Unsaved work cannot be recovered, and deadline extensions will not be given for technical issues.
- Important terms are hyperlinked throughout the application. You should click on these to access the [Glossary of Terms](#) for guidance when completing narrative portions of the Application. This will ensure you are providing all the requested information correctly.

Technical Assistance Resources

Take advantage of additional available resources:

- If you are experiencing technical issues with the Application and [Fluxx](#), email dcjgms@state.co.us.
- Please read the [Frequently Asked Questions \(FAQs\)](#) document, which will be updated regularly throughout the application period and [available on our website](#).
- Join one of the Application Webinars. Visit our website for a [full list of workshop dates and to register](#). While attending an Application webinar is highly recommended, it is not required and will not affect funding decisions.

Estimating Victims Served

VOCA requires applicants requesting direct victim services projects to include the estimated number of [primary victims](#) and [secondary victims](#) by crime type to be served by the grant-funded staff requested in the Application during the 12-month

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grant period. Estimates should only reflect the number of victims the personnel requested in your application will serve with grant-funded time, not the total number of victims your agency will serve during the grant period.

For example: Your application is requesting funds to support 50% of a full-time direct service victim advocate. The advocate is estimated to serve a total of 100 victims during the one-year grant period. The estimated number of victims to be served by the full-time advocate would be 50% of 100, or 50 victims.

Total 12-Month Budget

All applicants must complete a 12-month budget. The total 12-month budget is divided into 6 [budget categories](#): Personnel, Supplies and Operating, Travel, Equipment, Consultants/Contracts, and Indirect Costs.

Helpful Information and Resources to Use When Completing Your Budget:

- Each budget section contains detailed instructions on how to complete the section. Check the budget and budget narrative sections for errors in calculations and/or missing requested information.
- All expenses requested must be reported in whole dollars. Round up to the nearest dollar if the cents are \$0.50 or more.
- For personnel requests, you will enter the total dollar amount you want the grant to reimburse over the 12-month period, instead of requesting a percentage.
- All expenses requested must be tied to implementing your project as described in your Activities section.
- Avoid requesting funds for unallowable expenses by reviewing the information on [what costs are allowable and unallowable](#).
- **Prorated Costs:** When requesting funding for items that will not be solely used by the grant-funded project, you should prorate the amount of the item in your requested budget. **For example**, if an agency is requesting support for printing costs on a centralized printer, consider using copier codes to allocate

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project-related printing expenses to the grant. Consider requesting indirect costs if prorating individual line items becomes too complicated.

- **Emergency Financial Assistance for Victims:** Requests for Emergency financial assistance should be included under the “Supplies and Operating” section of the budget. See the [Best Practices for Agencies Expending Grant Funds for Financial Assistance for Victims Packet](#) to understand the back-up documentation requirements to ensure that your agency has the capacity to save and provide this documentation to OVP when requested.
- **Travel Expenses:** Your agency should use the per diem and mileage rates outlined in your agency’s written travel policy for calculations. If your agency does not have an established travel policy, use State travel rates for in-state travel: [mileage reimbursement rates](#) and [per diem rates](#).
- **Consultants/Contracts Expenses:** If awarded, consultants and contract service expenses will require additional justification and approvals post award. Please review the [glossary of terms](#) for additional information on those requirements.
- **Indirect Costs:** If requesting indirect costs, remember these costs represent the expenses of doing business that are not directly tied to a particular grant, project, or activity, but are necessary for the general operation of the organization and the success of the requested project.

Calculating Indirect Costs using the 15% De Minimis Rate

You can request indirect costs as a part of your grant budget, but are not required to.

- **Federally Negotiated Cost Rate:** If your agency has a current [federally negotiated cost rate](#) because you already receive funds directly from a federal agency, this negotiated cost rate will be honored. Upload a copy of your cost rate agreement in Fluxx.
- **De Minimis Indirect Cost Rate:** Agencies that do not have a current federally approved indirect cost rate agreement may use up to the de minimis rate of 15% of the Modified Total Direct Cost (MTDC). The MTDC includes:
 - Direct salaries and wages;
 - Applicable fringe benefits;

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- Supplies;
- Travel; and
- Consultants/contracts up to the first \$50,000 of each contract.

MTDC excludes equipment, capital expenditures, rental costs, tuition, scholarships, participant support costs, and the portion of each consultant/contract that is over \$50,000. For more information, refer to:

[2CFR200: Uniform Administrative Requirements, Cost Principle and Audit Requirements \(Uniform Guidance\)](#).

OVP has developed an [Indirect Cost Calculator Tool](#) to assist you with calculating your de minimis rate. If you have further questions about Indirect, please contact cvsgrants@state.co.us.

Uploading Attachments and Submitting in Fluxx

Attachments: Required attachments should be [submitted in conjunction with your application in Fluxx](#) by the deadline of 11:59 p.m. on March 12, 2026. Applications may be deemed incomplete and denied if all applicable, required attachments are not submitted by the deadline.

Required Attachments:

- Job Description(s) for grant-funded personnel - required if requesting personnel. UPLOAD THE JOB DESCRIPTION FOR EACH POSITION SEPARATELY, and name each document explicitly for clarity (e.g. Job Description - Executive Director)
- Current Federally Negotiated Indirect Cost Rate Agreement, if applicable
- Volunteer Job Description(s) - Applicants must use volunteers in some capacity within their organization to be eligible for VOCA funding or must submit a [VOCA Volunteer Requirement Waiver](#).

Funding Philosophy, Review Criteria, and Funding Priorities

Funding Philosophy

The funding philosophy of the Crime Victim Services Advisory Board (CVSAB) is to support access to victim/survivor-centered services across all judicial districts in Colorado by distributing state and federal grant funds.

Through continuous reflection and process improvement, we strive to:

- implement an accessible, equitable, criteria-based process;
- involve statewide, multi-disciplinary reviewers, victims and survivors of crime, & representatives of communities impacted by inequity;
- fulfill state & federal requirements and the intended uses of the funds.

Criteria for Review of Applications

Applications are reviewed based on a set list of criteria (below) by OVP staff and members of the CVSAB. All applicants will be evaluated on the same overarching review criteria, but systems-based and community-based organizations will not be directly compared to each other. Review Criteria include:

- **Eligibility:** The project meets the eligibility criteria of at least one of the funding sources administered by OVP.
- **Organizational Capacity:** The applicant is qualified to carry out the proposed project. This could include:
 - Past performance as a grantee (if applicable)
 - Completeness and accuracy of the [Application](#), including Attachments.
 - Organizational and administrative experience
 - Service delivery experience
 - Subject matter expertise
 - Standing in and relationship to the community
 - Demographics, lived experiences, etc. of staff and leadership
 - [Cultural Responsiveness](#)

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- Other organizational characteristics
- Inside experiential understanding/knowledge of the culture being served by the project (culturally specific)
- **Need:** The applicant demonstrates that their project, the proposed services and activities, and the requested expenses are necessary to meet the specific victim/survivor needs in their community and account for unique challenges or barriers affecting project implementation.
- **Victim/Survivor-Centered Services:** Project activities and services are informed by and designed to meet the unique needs of victims/survivors.
- **Demonstrated Impact:** The project is measured and is making progress in meeting the identified victims'/survivors' need(s). Progress can be shown through formal and/or informal efforts, data, and/or by how the perspectives of clients and the community are used in program design and delivery.

Examples of measurement tools include:

- Surveys of clients or partnering agencies
- Client testimonials
- Client-defined goals
- Pre- and post-tests
- Listening sessions/focus groups
- Specific tools (e.g. [MOVERS](#))
- Qualitative or quantitative data
- **Collaboration:** The project builds relationships with other groups and the community to increase their project's impact and/or improve services for survivors and victims. Examples of collaboration include but are not limited to:
 - Formal or informal partnerships (MOUs, shared grant proposals, etc.) with other victims services or allied groups
 - Cost-sharing initiatives (shared staff, co-locating office spaces, donated office space, etc.)
 - Multi-disciplinary teams (SART, MDT, CCR, etc.)
 - Cross-training of other agencies at low or no-cost

Funding Priorities

Applications that include the following activities (see below) will receive special consideration during the review process:

1. Direct services for crime victims
2. Services that actively address the needs of hard to reach communities

Eligibility Guidelines and Allowable Activities

Eligible Applicants

Eligible applicants include units of local government, criminal justice agencies, departments of state government, non-governmental nonprofit victim services agencies, tribal governments, statewide crime victim services coalitions, and nonprofit agencies that enhance or improve crime victim services.

Agencies must have a [Unique Entity ID](#) (UEI) and must obtain and maintain a current registration in the [SAM \(System for Award Management\)](#). For assistance with these requirements, please contact cvsgrants@state.co.us.

Agency Requirements

Applicants must demonstrate that they can meet the requirements of at least one of the funding sources. In addition to specific funding source requirements, ALL agencies must meet the following organizational requirements:

- **Non-Supplanting:** CVS grant funds must be used to supplement existing state or local funds for program activities and may not replace or supplant state or local funds that have been appropriated or allocated for the same purpose.
- **Ability to Comply with Programmatic and Financial Reporting Requirements:** You will be required to complete and submit programmatic and financial reports every quarter.

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- **No Charge to Crime Victims for CVS-Funded Projects/Services:** CVS grant-funded projects must provide services to crime victims at no charge.
- **Confidentiality and Personally Identifying Information:** Awarded agencies must comply with applicable laws, regulations, special conditions, grant requirements, etc. regarding confidentiality and/or personally identifying information.

VOCA Funding Summary

Intent

- Provides funding for direct services for victims of crime.

Victimizations Served

- View a [Full List of Eligible VOCA Crime Types](#)

Ages Served

- Any age

Additional Eligibility Requirements

- Have a history of providing victim services (at least two years) **OR** has substantial funding from non-VOCA sources (i.e. VOCA funds cannot represent more than 75% of an agency's budget)
- Must use volunteers in some manner
- Cannot be for-profit organization or individual
- Must assist victims with applying for or accessing Crime Victim Compensation

Types of Projects/ Services Funded

These lists do not include every type of eligible service and some service types may have additional requirements.

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Direct victim services, including:

- Crisis intervention
- Emergency services
- Counseling
- Legal advocacy
- Criminal justice and court support
- Training and coordination of volunteers who provide direct services to crime victims

Allowable/Unallowable Costs

These lists do not include all unallowable costs/activities.

- **Allowable:** Personnel providing eligible services, project-related operating costs associated with eligible services, eligible services skills training, supervision of project-related staff and activities, well-justified travel, and professional services/consultants providing eligible services, supplies, and equipment.
- **Unallowable:** Lobbying, fundraising, most food and refreshments for staff and meetings, most Victim Compensation eligible costs, most medical costs other than SANE exams and those listed in the VOCA Assistance rule, property loss, and inherently religious activities.

Match Requirements

- The Office for Victim Programs (OVP) has waived the match requirement for applicants applying for CY 2027 funding due to continued depletion of state, local and donated funds that assists most programs in meeting the Federally mandated match requirement. Applicants have the right to decline any match waiver issued by OVP. Review the [VOCA Matching Funds Requirement and Waiver Policy](#) and contact OVP if you wish to deny this waiver.

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Appendix

Victims of Crime Act (VOCA ASSISTANCE)

History

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

Each state has a designated agency to administer VOCA grants. While federal requirements must be met, each state is given discretion in awarding specific subgrants. The Colorado Division of Criminal Justice, Office for Victims Programs (OVP) is the designated agency for the administration of VOCA funds in the State of Colorado. The Crime Victim Services Advisory Board (CVSAB) 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 VOCA statute, as those efforts that (1) respond to the emotional, psychological or physical needs of crime victims; (2) assist victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) restore a measure of security and safety for victims.

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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. This definition also includes secondary victims.

Allocation of Funds

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

1. sexual assault
2. spousal abuse
3. child abuse (sexual and physical); and
4. previously underserved victim populations.

Match Requirements

VOCA requires all funded agencies, except federally recognized tribes or projects that operate on tribal lands, to provide match (28 CFR 94.118). The match requirement is no less than 20% of the total cost of the VOCA-funded project through cash or in-kind match; new agencies not previously funded with Crime Victim Services (CVS) funds are required to provide 25% match. The Office for Victim Programs (OVP) requires VOCA applicants to meet the matching requirements outlined in the VOCA rule (28 CFR 94.118).

For the CY 2027 funding cycle, OVP has waived the match requirement for VOCA Applicants due to continued depletion of state, local, and donated funds that assist most programs in meeting the Federally mandated match requirement. Applicants have the right to decline any match waiver issued by OVP. Review the [VOCA Matching Funds Requirement and Waiver Policy](#) and contact OVP if you wish to deny this waiver.

Eligibility Criteria

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Organizations must meet the following requirements:

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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 to Crime Victims and Financial Support from Sources other than VOCA: The agency must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its direct services by the community, a history of providing direct services in a cost-effective manner, and the breadth and depth of its financial support comes from sources other than VOCA (aka the Crime Victims Fund).
3. Substantial Financial Support from Sources Other than VOCA: Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that at least 25% of their funding comes from sources other than VOCA.
4. Volunteers: Funded organizations must use volunteers unless the state (DCJ/OVP) 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. The agency requesting a waiver to this requirement must provide written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrate why circumstances prohibit the use of volunteers to the satisfaction of the state.
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 tribal work groups to oversee and recommend improvements to community responses to crime victims, and developing written agreements and protocols for such response.
6. Help Victims Apply for Compensation Benefits: Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with

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application forms and procedures, obtaining necessary documentation, checking on claim status and intervening on behalf of such potential recipients with the crime victims' compensation program.

7. No Charge to Victims for VOCA-Funded Services: Grantees must provide services to crime victims at no charge when victims are being served through a VOCA-funded project.

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. The types of organizations eligible to receive funds 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, there are many other public and nonprofit organizations that have components that 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 direct 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 [2016 VOCA Rule](#) for further detailed criteria on eligible agencies.

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Ineligible Agencies

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

1. Federal Agencies: This includes U.S. Attorneys' Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private, nonprofit organizations that operate on federal land may be eligible recipients of VOCA victim assistance grant funds.
2. For Profit Organizations

Eligible Services/Purpose Areas

1. Allowable Costs for Direct Services: 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 the immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:
 - i. Crisis intervention services
 - ii. Accompanying victims to hospitals for medical examinations
 - iii. Hotline counseling
 - iv. Safety planning
 - v. Emergency food, shelter, clothing, and transportation, and shelter
 - vi. 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
 - vii. 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

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- viii. Window, door or lock replacement or repair, and other repairs necessary to ensure victim's safety.
- ix. Costs of the following, on an emergency basis (i.e. when the victim 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 diseases, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed.
- x. Emergency legal assistance such as filing for restraining or protective orders and obtaining emergency custody and visitation rights.

b. Personal Advocacy and Emotional Support: Personal advocacy and emotional support, including, but not limited to:

- i. Working with a victim to assess the impact of the crime
- ii. Identification of victim's needs
- iii. Case management
- iv. Management of practical problems created by the victimization
- v. Identification of resources available to the victim
- vi. Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed
- vii. Traditional, cultural, and/or alternative therapy/healing

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:
 - i. Advocacy on behalf of a victim
 - ii. Accompanying a victim to offices and court
 - iii. Transportation, meals and lodging to allow a victim who is not a witness to participate in a proceeding
 - iv. Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency
 - v. Providing child care and respite care to enable a victim who is a caregiver attend activities related to the proceeding
 - vi. Notification to victims regarding key proceeding dates (e.g. trial dates, case disposition, incarceration, and parole hearings)
 - vii. Assistance with Victim Impact Statements
 - viii. Assistance in recovering property that was retained as evidence
 - ix. 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:
 - i. Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization,

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or otherwise protect their safety, privacy, or other interests as victims in such a proceeding

- ii. 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
- iii. 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 are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the state or local jurisdiction. Agencies 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. Agencies are also encouraged to use specifically trained examiners such as Sexual Assault Nurse Examiners.

h. **Forensic Interviews:** Forensic interviews, with the following parameters:

- i. 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
- ii. Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team or in a specialized setting such as a child advocacy center, and
- iii. 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

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- 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 state, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due 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
 - l. Relocation: Subject to any restrictions on amount, length of time, and eligible crimes, set by the state, 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.
2. 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:
 - i. Statewide coordination of victim notification systems
 - ii. Crisis response teams
 - iii. Multidisciplinary teams
 - iv. Coalitions to support and assist victims
 - v. Other such programs, and
 - vi. Salaries and expenses of coordinators of these activities

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- b. Supervision of Direct Service Providers: Payment of salaries and expenses of supervisory staff in a project, when the state determines that such staff is necessary and effectively facilitates the provision of direct services.
- c. Multisystem, 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 federal financial guide and government 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 state after considering:
 - i. Whether such procurement will enhance direct services
 - ii. How any acquisition will be integrated into and/or enhance the program's current system
 - iii. The cost of installation
 - iv. The cost of training staff to use the automated systems and technology

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- v. The ongoing operational costs, such as maintenance agreements, supplies, and
- vi. 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.
- 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. Before approving restorative justice costs, DCJ/OVP will consider the safety of the victim, the cost versus the benefit or therapeutic value to the victim, the procedures for ensuring that participation of the victim and offenders are voluntary and the nature of the meeting is clear, the provision of appropriate support and accompaniment for the victim, appropriate debriefing opportunities for the victims after the meeting and the credentials of the facilitators.

3. Allowable Administrative Costs: Administrative costs for which VOCA funds may be used include, but are not limited to:

- 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, workspaces, 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:
 - i. Supplies
 - ii. Equipment use fees
 - iii. Property insurance
 - iv. Printing, photocopying and postage
 - v. Courier service
 - vi. Brochures that describe available services
 - vii. Books and other victim-related materials
 - viii. Computer backup files/tapes and storage
 - ix. Security systems
 - x. Design and maintenance of websites and social media, and

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- xi. Essential communication services, such as web hosts and mobile device services
- g. VOCA Administrative Time: Costs of administrative time spent performing the following:
 - i. Completing VOCA-required time and attendance sheets and programmatic documentation, reports and statistics
 - ii. Collecting and maintaining crime victims' records
 - iii. Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and
 - iv. Funding the prorated share of audit costs.
- h. Leasing or Purchasing Vehicles: Costs of leasing or purchasing vehicles, as determined by the state, 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 the 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 state after considering, at a minimum, if other sources of funding are available.
- j. Project Evaluation: Costs of evaluations of specific projects (in order to determine their effectiveness), within the limits set by the state.

Unallowable Costs & Activities include, but may not be limited to:

1. 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.
2. Research & Studies: Research and studies, except for project evaluation under §94.121 (j).

3. 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.
4. Fundraising: Any activities related to fundraising, except for fee-based, or similar, program income if authorized by the state under the VOCA rule.
5. Capital Expenses: Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed elsewhere in this subpart).
6. 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.
7. Medical Care: Medical care, except as otherwise allowed by other provisions of this subpart.
8. 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).

VOCA Glossaries

- The [Crime Victimization Glossary](#) defines terms related to crime victims and crime victim services for purposes of VOCA funding.
- For VOCA Definitions of Service Types, use [the Office for Victims of Crime Performance Measure Dictionary and Terminology Resource](#)