COLORADO
Division of Criminal Justice
Department of Public Safety

Frequently Asked Questions

CY 2027 Crime Victims Services (CVS) Grant Program Funds

Technical Questions

1. **Q: How do I access the CY 2027** Crime Victims Services (CVS) Grant Program Funds application?

   A: 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.

2. **Q: What if I don't have a Fluxx account?**

   A: 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.

3. **Q: I don't have a Unique Entity ID (UEI). How do I apply for one?**

   A: Applying for one is free. The UEI is the primary identifier for all entities in federal award systems. It replaced the Data Universal Numbering System (DUNS) Number. Entities may request a UEI by:

   - Going to SAM.gov
   - Click the green "Get Started" button
   - If you are already registered in SAM.gov, you can view your UEI there
   - If you are registering for the first time, you will receive your UEI during the registration process

4. **Q: We've started the entity registration process, but are not yet registered in SAM. When must this be completed by?**

A: Agencies need to be registered with SAM, etc. by the time of contracting in the fall.

5. **Q: If we don't request fringe benefits, do we need to enter that information into the application?**

   A: If you are not requesting fringe, you must enter a zero dollar amount into the total amount and the amount paid for by grant for each personnel position you are requesting.

6. **Q: I can't edit the Indirect Calculator Template. How do I get access?**

   A: Download the form to Excel and open the downloaded Excel copy to edit.

7. **Q: Why is there a compliance warning still showing up in Fluxx after I made the correction in my application and clicked save?**

   A: If the compliance warning is still showing up, try clicking save a second time in Fluxx to ensure the system processed the correction you made to your application.

GENERAL APPLICATION QUESTIONS

8. **Q: I am registering for one of the application trainings. How do I know if I am a community-based agency or a systems-based agency?**

   A: For purposes of this funding opportunity, agencies are categorized as shown below:

   Community-Based Agencies
   Nonprofits
   Hospitals
   Institutions of Higher Education

   System-Based Agencies
   Tribal Government Agencies
   Law Enforcement Agencies
   District Attorney's Offices
   State Agencies (other than Higher Education)

9. **Q: Will the application trainings be recorded and made available?**

   A: No, the application trainings will not be recorded, but all questions asked in the trainings will be added to this FAQ document.

10. **Q: Are CVS grants reimbursement grants?**

    A: Yes. We reimburse quarterly based on actual expenses.

11. **Q: When do we hear if awarded? If we are denied, do we receive feedback or comments about why we were denied?**

    A: Denied applicants will be notified in mid to late July and will have the option to request a reconsideration of the Board's decision if they meet the reconsideration criteria as outlined in the denial letter. If your application is denied, you are given an outline of reasons for the denial and the request for reconsideration must only address those reasons for the denial. The reconsideration meeting will be held in late Summer 2026. Final award decision letters will be emailed following the reconsideration meeting. There is an option for applicants to ask for a feedback letter.

12. **Q: Are there character limitations for each section?**

    A: Some fields in the application will have character limits. When present, character limits are noted below the field. Please note, for 'Other' explanation boxes, the intention is to add additional information if you select "Other" as a checkbox option; it is not intended to repeat information already reported in previous questions/checkbox selections. Writing an extensive narrative in an "Other" box will not gain extra points. Further, you will not be penalized for not writing in the "Other" narrative boxes.

13. **Q: Regarding "Service Delivery Area," if we have a primary service area, but also do not turn victims away based on address, should we just list the primary service areas, or all the counties we have historically served victims?**

    A: Please list the counties where the vast majority of the victims you serve reside.

14. **Q: Regarding "Organizational Capacity in Service Delivery," and the check box referring to "Lived experiences of staff and leadership are representative of the community served," does this include our board members? Or should we list that separately in the narrative box?**

    A: Board members would be included if you check this box.

15. **Q: Regarding "Collaboration," and the check box referring to "Cross training of other agencies at low or no cost" - Should I expand on these impact areas in the "Other" narrative section?**

    A: If you are adding narrative about how your agency engaging in cross training impacts your victim services program, then no, do not add additional narrative. Just check the box on "Cross training" and our staff will infer the impact. Only add narratives to the narrative box if you select "Other" as an option in this question.

16. **Q: Regarding the "Organizational Capacity" and "Collaboration" questions, what information should be included in the narrative box?**

    A: The narrative boxes for the "Organizational Capacity" and "Collaboration" questions should only be used if you checked the "Other" box. The "Other" box is intended to be used to add qualifications or initiatives that are not already included in the list of options to check. Please do not use the "Other" checkbox or narrative box to expand on the items you selected from the list of options.

17. **Q: Regarding "Victim Services Project Data," - should new organizations that do not have previous data to inform the estimated number of victims to be served pull numbers based on similar sized/similar demographic programs in the state? Or use Judicial reporting data?**

    A: Those are great ideas! While we cannot tell you how to best represent your work for 2027, it sounds like you're on the right track. Looking at similar programs and similar communities sounds like a good way to estimate the number of cases you may have.

18. **Q: Regarding Victim Service Project Data, since I am required to prorate my numbers, is there a place in the application to share all of what my organization is doing, so OVP can see the scope of our services?**

    A: You don't need to justify that the services are needed. We know that the services are needed, and organizations are doing so much more. We are interested in the victims/services that CVS funds will be paying for.

19. **When looking at "Measuring Impact", we have another grant that helps pay for an evaluation tool, and those who do the work for this project use it to adjust and inform our services. Should we include that?**

    A: Yes, if it will be used to measure the impact of the CVS funded project then include it.

20. **Regarding "How will you use the information collected to improve your project," - Should that information only be focused on services covered by CVS funding? For example, we are starting a truancy prevention program that will not be funded through CVS funds - should I share this as an improvement?**

    A: Always default to the specific project whenever possible. We prefer you to only include information that is relevant to your CVS project, as we're using this information to review your request for funding. Therefore, the information should be tied to your specific project. An example of what to include in this section could be a program not utilizing evaluation tools, and then you can outline what alternative steps you would take to gather information for project improvement.

21. **Q: What are indirect costs? How do you calculate indirect costs?**

    A: Review this document on indirect costs to learn more. If you do not have a Federally Negotiated rate, download and use our Indirect Cost Calculator to calculate your 15% indirect costs. When filling in the indirect narrative, you do not need to list the costs you anticipate, this section is meant to explain the calculation.

    To calculate indirect, you will use the total amount you are requesting in your application (MTDC). The MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, travel, and consultants/contracts up to the first $50,000 of each contract. MTDC excludes equipment, capital expenditures, agency office rental costs, tuition, scholarships, participant support costs, and the portion of each consultant/contract in excess of $50,000.

22. **Q: For prorating larger supplies and operating expenses like office rent, could we ask for a percentage in supplies and operating and a percentage in indirect funds?**

    A: If you directly request a cost, you may NOT use indirect funds to pay for the same cost. For expenses like rent, you should request the percentage of the square footage that will be used by the requested project staff in the Supplies & Operating category. In addition, office rent is excluded when calculating Indirect, per federal regulations.

23. **Q: Do we need to list every type of office supply possible, or can we say general office supplies?**

    A: It has to be tied to your project. Indirect is suggested for common office supplies that can't be tied to the project.

24. **If you buy multiple single items that cumulatively go over the $10,000 threshold, would we list that under Equipment?**

    A: No, each single item must be $10,000 or more to be considered Equipment.

25. **Q: Are services for secondary victims eligible?**

    A: Yes, services for secondary crime victims are eligible.

26. **Q: Does OVP expect a minimum number of clients to be served by the project?**

    A: No, but the funding requested should correlate with the services to be provided and victims to be served, and explained in the narrative portion of the Application.

27. **Q: Is there a limit on the number of applications that can be submitted by one organization?**

A: Unlike previous CVS funding opportunities, applicants should only be submitting one application. Contact our office directly at cvsgrants@state.co.us if you think you need to complete more than one application.

28. Q: What is the maximum amount of funds that one organization can apply for? Should we be asking for less?

A: There is no maximum amount of CVS Grant Program Funds an agency can apply for. With that being said, funding requested should correlate with the services to be provided and victims to be served, and explained in the narrative portion of the *Application*. Since this is a competitive grant process, your application will be reviewed by CVS staff and board members. Applicants must be able to demonstrate substantial support from other sources. Please also consider the funding amounts announced in our *Announcement* and follow the Instructions and fully justify their requests.

29. Q: Can VOCA funds support personnel/administrative time to build programs that center around direct client/victim care and services?

A: Yes, CVS funds can be used to fund supporting administrative personnel and functions that are tied to the project, related to direct victim services, and eligible. Funding requests for these types of positions should correspond to the percentage of time the person will spend supporting the CVS-funded project. I.e. If you are requesting funding for a supervisor who will spend 30% of their time overseeing other grant-funded direct service staff, then 30% would be an appropriate request for this particular position.

30. Q: Is the policy still to only request up to 95% of a position?

A: This is still the policy. We rarely fund more than 95% of a full-time position in order to leave 5% for any ineligible activities. We are usually okay with funding 100% of a part-time position, as long as the job description shows that the position will only be working on the CVS-funded project and eligible activities.

31. Q: Do you list non-project-related personnel in the budget section as well?

A: No. Only the staff you are requesting funding for should be listed in the budget.

32. Q: Should 401(k) match and payroll taxes be included in fringe/benefits?

A: Yes, if your agency matches the percentage of 401k that employees contribute, the amount the agency contributes should be included in fringe benefits on your budget request. Also, payroll taxes, FICA, unemployment, and workers' compensation are some of the things that can be included in the narrative for the breakdown of fringe benefits. The Instructions include examples of this breakdown and if awarded, during contracting staff will work with you to get a more accurate breakdown of the fringe benefits for the grant-funded staff.

33. Q: Can I list yearly bonuses under fringe?

A: No. Bonuses are currently an ineligible expense. However, salary increases or COLAs can be listed under fringe. In order to consider something as a fringe benefit, it must be available to every staff member, regardless of funding source. All employees must receive the same benefits.

34. Q: If only asking for Personnel, will the Board make decisions about specifically who to fund (if not able to fund fully)?

A: Historically, the CVS Board has done this - that is why it is important to complete the box about your “Prioritized Expenses” (located after the total budget grid), in the case that your project can’t be fully funded. Staff would also work with you during contracting, if funded.

35. Q: How do we prorate the victim service grids if there are multiple staff funding requests with varying percentage levels?

A: Use the OVC Suggested Prorating Strategies for VOCA Subgrantees to help calculate your proration for the victim service grids if your agency does not currently have a method for proration.

36. Q: Is there a Goals and Objectives section?

A: No. Goals and Objectives have been eliminated from the application, but Goals and Objectives could be added, if awarded, during contracting. Our staff will work with you during contracting to develop those if needed.

37. **Q: Do you want the Organizational Chart for just the area of the agency being requested or an organization chart for the entire agency?**

    A: We would just need the Victim Services division for large agencies. For example, for a police department, we would request the Victim Services Unit rather than the entire police department's organizational chart.

38. **Q: Our project would plan on providing direct services to victims in family law cases. Do these victims need to be victims connected to the actual matter or can they be a victim of a prior incident/relationship? (e.g., in a divorce the person the victim is divorcing is the perpetrator.)**

    A: The legal service has to be needed as a result of the victimization. The victimization must be a determining factor for the program and service to be eligible.

39. **Q: Can we submit additional attachments with our Application?**

    A: Any attachments that are not required, such as letters of support, will not be read and will be deleted.

40. **Q: We've submitted our most recent Audited Financial Statements, but we are in the process of completing our next year's statements and they will not be ready at the time the Application is due. Is that going to be a problem?**

    A: No. Send directly to cdps_dcj_audits@state.co.us when complete.

41. **Q: Where is the "Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements" template and where do we upload it?**

    A: This is not required to be submitted with the application; it will be submitted at the time of contracting.

42. Q: Where do subawards go?

A: Please include all subawards in the Consultants/Contracts section of the budget and clearly identify them as subawards in the narrative.

43. Our Org Chart clearly gives a job description and the individual's name that fill each position and those match with the job descriptions attached and personnel included in the budget. Do I need to do more to highlight the specific grant-requested personnel?

A: Yes, we want you to actually use a highlighter on the funded positions.

44. Q: In the Personnel section of our budget, are we able to request overtime?

A: While you will see a question asking 'Is this position requesting overtime?' for each position you add in Fluxx, all CVS applications should select "no" to this question and outline any information related to overtime in the budget narrative for the position.

VOCA-Specific Application Questions

45. Q: Do unpaid interns count as volunteers to meet the volunteer requirement for VOCA?

A: Yes

46. Q: One of the VOCA requirements is to "assist victims in applying for compensation." What does this mean?

A: This requirement refers to the Crime Victim Compensation program. "Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, check-in on claim status, and intervening on behalf of such potential recipients with the crime victim's compensation program". While the assistance must be in regards to the CVC program, "assistance" is broadly interpreted.

47. Q: Can VOCA funds pay for the Victim's Compensation Administrator's salary?

A: No.

48. Q: Regarding the Types of Services Section, if my agency provides a stipend for an attorney, should I check the "Emergency Financial Assistance" box?

A: No. You should check "Civil Legal Assistance or Legal Advice and/or Counsel."

49. Q: Does the victim type grid include any opportunity for use of "other" like neglect, trafficking, witness to crime, etc.

A: We encourage people to avoid using "other" as much as possible in the VOCA Crime Type Grids. Please refer to the Appendix of the Application Instructions to see how OVC defines the crime types and services. You will most likely be able to find a crime type that is listed in the grid that is similar to the crime type you are serving, but your agency may just use a different name for that crime. Secondary victims should be reported under the crime type they may have witnessed or have been affected by.

50. Q: Does a Spanish-language Forensic Interviewer and/or advocate count as Interpreter Services in the service grids?

A: Yes, this *could* count as Interpreter Services in the service grids of the Application. Best practice says a bilingual staff member providing advocacy or other services should *not* be interpreting for the client at the same time. However, this will depend on how your agency utilizes staff members and how services are provided. We also encourage you to highlight the bilingual services your agency may offer in the activities section of the application, as well as in the budget narrative for that staff person.

We encourage you to use the VOCA Definitions of Service Types in the Appendix of the Instructions if you have any questions about crime types or service definitions. *Some service types such as Child or Dependent Care Assistance, Transportation Assistance, and Relocation Assistance do include the coordination of services.* Again, please refer to the Appendix of the Instructions for assistance with definitions of crime type and services.

51. **Q: Please explain the difference between Child Sexual Abuse and Child Sexual Assault in the VOCA service grids?**

    A: These crime types are defined the same, so based on how your organization looks at these crimes, pick one of them to report under rather than both. See OVC's Glossary Terms and Definitions for the VOCA Definitions of Crime Types. They are broken out into two separate categories based on OVC requirements of how data will be reported to the federal government.

52. **Q: Does there have to be a cash and in-kind match for VOCA?**

    A: Match for VOCA recipients has been waived for the CY 2027 grant period. 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.

53. **Is there a limit to how many conference registrations I can request for my staff?**

    A: While there is no limit set, you must be able to justify the staff you are requesting. For example, VOCA does not allow law enforcement officers to attend training using VOCA funds.

54. **Q: Will out of state training costs be allowed for 2027?**

    A: Yes, VOCA can pay for staff or direct service volunteers to attend training. Sending your victim services staff to training is allowable, but your agency providing training for other professionals is not allowed. While out of state trainings are allowable, the expense must be justified. For example, the CVS Board may not fund costs for a training in Hawaii that is also being offered in Colorado.