

NON-PROCUREMENT DOCUMENTS ONLY
ROUTING COVER SHEET

Document Details	
Document Type	Grant Application
Parties	
County Contact Information	
Boulder County Legal Entity	Boulder County
Department	Sheriff
Division/Program	Operations - Victims Assistance
Mailing Address	5600 Flatiron Pkwy Boulder CO 80301
Contract Contact	Pam Thompson pthompson@bouldercounty.gov
Invoice Contact	sheriffinvoices@bouldercounty.gov
Other Party Contact Information	
Name	Department of Public Safety, Division of Criminal Justice
Mailing Address	700 Kipling St. Denver, CO 80215
Contact 1- <i>Name, title</i>	Meghan Hartvigson-McIntyre Grants Program Manager
Contact 1- <i>email</i>	meghan.hartvigson-mcintyre@state.co.us
Contact 2	
Term	
Start Date	1/1/2026
Expiration Date	12/31/2026
Brief Description of Work/Services Provided	
Victims of Crime Act (VOCA) Program allows agencies to support victims of crime	
Revenue Contract/Lease Details	
Amount	
Fixed Price or Not-to-Exceed?	
Grant Details	
Award # (if any)	
Signature Deadline	

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Project/Program Name	
Project/Program Start Date	
Project/Program End Date	
Capital or Operating?	
Grant Funding	
Amount: Federal Funds	
Amount: State Funds	158,463.00
Amount: Other (specify)	
Amount: Match (dollars)	
Amount: Match (in-kind)	
Total Project Budget	
Account String	
Federally Funded Grants	
Federal Program Name	
CFDA #	
Subrecipients	
Name(s)	
Services to be Provided	
Subaward Amount	
Subcontractors	
Name(s)	
Services to be Provided	
Subcontract Amount	
FileNet Contract Details - Details should precisely match search variables in File Net (Only required where Original Agreement is stored in File Net)	
Other Party Name	
Start Date	
End Date	
Amount	

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Notes

Additional information not included above

DocuSign Approvals (Initials):

_____ **Paralegal** (if required)

APG _____ **County Attorney** (if required) ^{apg}

_____ **Risk Management** (if required)

CB _____ **Finance** (if required)

CW _____ **EO/DH** (if required)

Boulder County Commissioners

ATTEST:

Marta Loachamin

Matthew Ramos

CY 2026 Crime Victim Services (CVS) Grant Program Funds Application

1) Applicant Information

Agency Name:

Project Title:

2) Source of Funding (select one)

For more information on each source of funding including: the purpose areas, eligibility for funding criteria, match requirements and unallowable costs/activities, refer to the *Appendix* in the Application Instructions.

VOCA
 S.T.O.P. VAWA
 SASP

In order to receive Victims of Crime Act (VOCA) funds, the applicant agency must be in compliance with the following requirements:

- Grant-funded services will be provided to crime victims free of charge.
- The applicant agency provides direct victims services to crime victims and is operated by a public agency or nonprofit organization, or a combination of both.
- The applicant agency has 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)
- The applicant agency uses volunteers OR is submitting a VOCA Volunteer Requirement Waiver along with their application. See the *Attachments Section* of the *Application* for more details.
- The applicant agency assists victims in accessing and applying for victim compensation.

Is your agency in compliance with the VOCA Requirements?

Yes
 No

3) Organization Type (select one)

<input type="radio"/> Nonprofit	<input type="radio"/> State Agency - Higher Education
<input type="radio"/> Tribal Government	<input type="radio"/> Local Government - DA's Office
<input checked="" type="radio"/> Local Government - City or County	<input type="radio"/> State Agency - Other

4) Type of Project

Select the option(s) that best describes the project you are applying for. You may select more than one type. The project types listed below are not a complete list of the types of projects that are able to receive VOCA funds, but include the most common project types. If you don't see an option that your project identifies with, please contact us at cvsgrants@state.co.us for help before filling out the application.

<input type="checkbox"/> Child Advocacy Center	Services for <u>Communities Impacted by Inequity</u> (If selecting this option, your project must provide culturally competent services designed to meet the specific needs of the target population) <input type="checkbox"/>
<input type="checkbox"/> Community-Based Victim Services	<input type="checkbox"/> Sexual Assault Nurse Examiner (SANE)
<input type="checkbox"/> Court Appointed Special Advocates (CASA)	Systems-Based Victim Services (Law Enforcement, District Attorney's Office, Probation) <input checked="" type="checkbox"/>
<input type="checkbox"/> Hospital Based Victim Services	<input type="checkbox"/> Other - Must explain in the box below
<input type="checkbox"/> Multidisciplinary Team (Examples include: SART, CCR, MDT, etc.)	[Empty box for explanation]

5) Project Description Section

5A) Service Delivery Area

List each county your project provides services to (e.g. Adams, Lincoln, Pueblo). If your project provides statewide services, respond "statewide".

Boulder

5B) Organizational Capacity in Service Delivery

Tell us why your agency is qualified to carry out the project. Select all that apply:

<input checked="" type="checkbox"/> Organization has experience implementing similar projects successfully	<input checked="" type="checkbox"/> Subject matter expertise of project staff
<input checked="" type="checkbox"/> Strong standing in and relationship to the community served	<input checked="" type="checkbox"/> Demographics of staff and leadership are representative of the specific cultures served
<input checked="" type="checkbox"/> Lived experiences of staff and leadership are representative of the community served	<input checked="" type="checkbox"/> Organization uses <u>culturally responsive practices</u>
<input type="checkbox"/> Only entity serving this specific-population in service delivery area	<input type="checkbox"/> Other - Use the narrative box below to add additional qualifications or provide more information on your agency's service delivery capacity

5C) Activities

Tell us about your project activities and explain how they meet the specific victim/survivor needs in your community. Project activities should be tied to the expenses requested in your budget. This section should also include:

- Information about how project activities and services will be tailored to meet the needs of communities impacted by inequity.
 - Example Bank for System-Based Agencies
 - Example Bank for Community-Based Agencies
- Information about how your project activities address unique challenges or barriers affecting project implementation (could be created by crime rates, trends, risk factors, location, system, victim types, etc.)

Our Program serves the City of Lafayette, City of Louisville, Town of Superior, Town of Lyons, Town of Jamestown, Town of Nederland, Town of Ward and unincorporated Boulder County. The Victim Assistance Program Volunteer Coordinator and Victim Specialist report to the Community Assistance Programs Director. The Boulder County Sheriff's Office is an organization that is focused on enhancing any effort to promote racial equity. As such, staff and volunteers have all completed trainings that promote cultural awareness, inclusion and inequity. We

continue to search for opportunities to enhance our knowledge and awareness for staff and program volunteers. We have engaged the Boulder County Office of Racial Equality to do an annual training with our Volunteer Advocates. Our Program Director has participated in a year long Courageous Conversations about Race course. Our Victim Specialist and Volunteer Coordinator are scheduled to take Beyond Diversity training provided by County Human Resources. Our Human Resources Department has also implemented more equitable and inclusive interview questions for hiring personnel and volunteers.

Program volunteers must pass a background check and go through an in-depth interview process that includes a pre-screening phone interview and then an interview with an interview panel made up of two to three staff and two to four current Volunteer Advocates. The volunteer advocate applicants are then reviewed by the Executive Staff for final approval to be accepted into the program before they attend our multi-agency 40-hour training. Our multi-agency training, with Boulder PD, Longmont PD and Erie PD, and Carbon Valley & Mead Victim Services Programs. The training provides a comprehensive learning experience for the new volunteers. Some of the topics covered by well versed presenters are; Colorado Victim's Rights, Victim's Compensation, domestic violence and the LAP protocols, sexual assault, death investigations, cultural competence, mental health and substance abuse issues, vicarious trauma and trauma informed approach to advocacy. In addition to the training, our Program holds monthly meetings for BCSO volunteers to continue to enhance their skills and knowledge on topics centered around victim services and cultural competency. The monthly meeting includes debriefing cases/calls with the whole team and Volunteer Advocates debrief after most On-Scene Response calls with the Supervisor on duty to debrief the call, discuss what went well, what didn't go well or any takeaways for learning opportunities.

Our Program is the only program providing victim rights information to primary and secondary victims of crime in the towns and areas of Boulder County that we serve. This is accomplished by ensuring that the law enforcement agencies we support are satisfying the Colorado Victims' Rights Act. This is accomplished by annual VRA trainings at all three law enforcement agencies and each MINI & MAGMA Academies at the Sheriff's Office, attending briefings and providing refresher trainings on VRA at briefings. Our staff and volunteers provide crisis intervention, support, information and connection to services for individuals who have experienced a crime. This includes our VRA booklets that are printed in both English & Spanish and include names and information on the DA's Office and community resources including QR codes and other contact information. Our full-time staff provide short term case management by educating victims on the criminal justice system, ensuring their victims' rights and connecting them to services that meet their individual needs.

According to U.S Census data as of July 1, 2024, the population estimate for our service area has a population of 104,564. Of the population, 76% are white, 20% Hispanic, 5% Asian, 1% Native American, and 1% African American; approximately 3% are veterans; 11% are experiencing poverty; and our agency has noticed an upward trend of individuals who are identifying in the LGBTQ+ community.

Our program also serves a large portion of mountain communities, which can be a challenge for individuals who have experienced a crime to receive services. Cell phone and Internet services are not always reliable, even nonexistent in some areas. The commute to the cities to seek services or attend court hearings can be very long and expensive.

The data recorded by our program in 2021 reflected 334 individual's race/ethnicity was *not reported* out of a total 474 victims of crime served. The introduction of the VS Tracking database we received in 2022 has greatly improved our reporting data and in 2024 out of the 758 crime victims served under the VOCA Grant 42 had no race reported.

Our Program is inclusive and serves populations who are impacted by inequities, such as individuals 65 and older, non-English speaking, minors, persons with disabilities, persons of

color, persons experiencing poverty, and individuals in the LGBTQ+ communities. Currently, we do not have bilingual staff members which can lead to language barriers and needs of victims we serve. To meet the needs of victims, we make efforts to recruit bilingual Volunteer Advocates and use translation applications. We have materials and resources specific for victims of crime of these individual communities. For example, we provide power and control wheels and other domestic violence education specific to LGBTQ+, human trafficking, teens, and individuals over 65. We have materials printed in Spanish, for non-English speaking individuals and have access to 24/7 Translation App service. In addition, we provide referrals and connections specific to each individual's needs.

The funded personnel, Volunteer Coordinator and the Victim Specialist, salaries will collectively assist 758 total victims of crime, or 65% of total served by our Multi-Agency Program during the one-year funding cycle.

Individually, the Volunteer Program Coordinator will be funded 50% to serve 265 victims of crime, and the Victim Specialist will be funded 80% to serve 493 victims of crime. These positions will provide direct services to primary and secondary victims of crime. This includes but is not limited to providing; trauma-informed crisis intervention, information and education on victim rights and the criminal justice system, community resources, connection to appropriate programs and funding, and short-term case management in person and over the phone. Each position also participates on a rotation as a Supervisor on Duty with other Program staff.

We hold two recruitment opportunities annually for new volunteer advocates to join our team (Spring and Fall) and provide a multi-agency 40-hour training in the Spring and Fall. Historically our program typically brings on 10 new advocates per year. However, we are increasing our recruiting activities to include more social media recruiting and participation at community festivals and we have a goal of increasing our Volunteer Advocate numbers from 35 to 60 by the end of 2026.

We provide on scene identification apparel for our new volunteers. This allows them to be identified by the law enforcement agencies we partner with, and it also helps primary and secondary victims identify who their advocates are. Due to budget cuts no apparel is in the budget to be purchased in 2025. It will be important to update and restock our apparel in 2026.

5D) Collaboration

Tell us how your organization works with other groups and the community to enhance and increase the impact of your project's activities. Select all that apply:

<input checked="" type="checkbox"/> Formal or informal partnerships (MOUs, shared grant proposals, etc.)	<input type="checkbox"/> Formal or informal partnerships with <u>culturally specific organizations</u> (MOUs, shared grant proposals, etc.)
<input type="checkbox"/> Cost-sharing initiatives (shared staff, co-locating office spaces, donated office space, etc.)	<input checked="" type="checkbox"/> Multi-disciplinary teams (SART, MDT, CCR, etc.)
<input checked="" type="checkbox"/> Cross training of other agencies at low or no-cost	<input type="checkbox"/> Other - Use the narrative box below to elaborate or add other initiatives missing from the available options

6) Victim Services Project Data

Table 6A: Crime Types

Enter the number of primary victims and secondary victims to be served by grant-funded personnel during the 12-month project. See Instructions on how to estimate numbers of victims.

Est. # Victims	% of Victims	Type of Crime	Est. # Victims	% of Victims	Type of Crime
		Child Abuse	2	0%	Bullying (Verbal, Cyber or Physical)
108	9%	Child Physical Abuse or Neglect	93	8%	Burglary
		Domestic and Family Violence	4	0%	Child Pornography
235	20%	Domestic and/or Family Violence	3	0%	Hate Crime: Racial/Religious/ Gender/Sexual Orientation/Other
		Sexual Assault	0	0%	Human Trafficking: Labor
70	6%	Child Sexual Abuse/Assault	1	0%	Human Trafficking: Sex
18	1%	Adult Sexual Assault	3	0%	Kidnapping (noncustodial)
		Underserved	1	0%	Kidnapping (custodial)
		Underserved - Violent Crimes	0	0%	Mass Violence (domestic/international)
215	18%	Adult Physical Assault (includes Aggravated and Simple Assault)	5	0%	Other Vehicular Victimization (Examples: Hit and Run)
2	0%	Adults Sexually Abused/Assaulted as Children	56	5%	Stalking/Harassment/Menacing
0	0%	DUI/DWI Incidents	4	0%	Teen Dating Victimization
15	1%	Elder Abuse or Neglect	0	0%	Terrorism (domestic/international)
4	0%	Robbery	316	26%	Other (Explain) At Risk Youth/Elderly; Menacing; Criminal Mischi
8	1%	Survivors of Homicide Victims	Other, Nonviolent crimes		3%
		Underserved - Other Violent Crimes	38	3%	Identity Theft/Fraud/Financial Crime
3	0%	Arson	0	0%	Other (Explain)

Total Unduplicated Victims Estimated to be Served During the Grant Period = 1204

Table 6B: Types of Services

Check the service types to be provided by grant-funded personnel only; not your organization as a whole.

Type of Service	Type of Service (Continued)
Information & Referral	<input type="checkbox"/> Other therapy (Includes: traditional, cultural, or alternative healing; art, writing or play therapy, etc.)
<input checked="" type="checkbox"/> Information about the criminal justice process	<input type="checkbox"/> Individual counseling
<input checked="" type="checkbox"/> Information about victim rights, how to obtain notifications, etc.	<input type="checkbox"/> Support groups (facilitated or peer)
<input checked="" type="checkbox"/> Referral to other victim service programs	<input type="checkbox"/> Emergency financial assistance
<input checked="" type="checkbox"/> Referral to other services, supports & resources (Includes: legal, medical, faith-based, address confidentiality, etc.)	Shelter/Housing Services
<input checked="" type="checkbox"/> Assistance with victim compensation (Includes: providing brochures, gathering necessary documents for an application, completing application, etc.)	<input type="checkbox"/> Emergency shelter or safe house
Personal Advocacy/Accompaniment	<input type="checkbox"/> Transitional housing
<input checked="" type="checkbox"/> Victim advocacy/accompaniment to emergency medical care	<input type="checkbox"/> Relocation assistance (Includes assistance with obtaining housing)
<input checked="" type="checkbox"/> Victim advocacy/accompaniment to medical forensic exam	Criminal/Civil Justice System Assistance
<input checked="" type="checkbox"/> Law enforcement interview advocacy/accompaniment	<input checked="" type="checkbox"/> Notification of criminal justice events
<input checked="" type="checkbox"/> Individual advocacy (Includes: assistance applying for public benefits, return of personal property)	<input type="checkbox"/> Victim impact statement assistance
<input type="checkbox"/> Performance of medical or nonmedical forensic exam or interview, or medical evidence collection	<input type="checkbox"/> Assistance with restitution (Includes: assistance in requesting and when collection efforts are not successful)
<input type="checkbox"/> Immigration assistance provided by an advocate (Includes: U-visas, T-Visa, and other immigration relief)	<input type="checkbox"/> Civil legal assistance in obtaining protection or restraining order
<input checked="" type="checkbox"/> Intervention with employer, creditor, landlord, or academic institution	<input type="checkbox"/> Civil legal assistance with family law issues (Includes: Custody, visitation or support)
<input checked="" type="checkbox"/> Child or dependent care assistance - includes coordination of services	<input type="checkbox"/> Other emergency justice-related assistance
<input type="checkbox"/> Transportation Assistance- includes coordination of services	<input type="checkbox"/> Immigration assistance provided by an attorney or paralegal
<input type="checkbox"/> Interpreter services	<input type="checkbox"/> Prosecution interview advocacy/accompaniment (Includes accompaniment with prosecuting attorney and victim/witness)
Emotional Support or Safety Services	<input type="checkbox"/> Law enforcement interview advocacy/accompaniment
<input checked="" type="checkbox"/> Crisis intervention (in-person, includes safety planning)	<input checked="" type="checkbox"/> Criminal justice advocacy/accompaniment
<input type="checkbox"/> Hotline/crisis line counseling	<input type="checkbox"/> Other legal advice and/or counsel
<input checked="" type="checkbox"/> On-scene crisis response	

7) Measuring Impact

7A) How will your grant-funded project benefit victims/survivors in your community? (Responses should be project-specific rather than the goals of your organization as a whole.)

Victims and survivors will have immediate and expedient crisis services response from our program. Our staff and Volunteer Advocates will respond on-scene to provide emotional support, trauma-informed crisis intervention, safety planning, information and education on victim rights and the criminal justice system, community resources, connection to appropriate programs and funds. They receive VRA information in writing, in the form of our VRA Booklets that are in both English and Spanish and have QR codes imbedded in them making accessing resources easier. Victims benefit from having everything they need at their fingertips by receiving our VRA booklets. This includes names, addresses, phone numbers and websites for all three Law Enforcement Agencies our program serves; QR codes with the Virtual Courtrooms and the Bond Hearings Schedules; Protection Orders, Address Confidentiality Program and multiple community-based resources' information. In addition to the benefits of the VRA booklets victims receive a comprehensive folder, either in English or in Spanish, with information and resources specific to their crime victimization.

Providing victims/survivors to emotional support and resources can help them process their trauma & anxiety in the moment and more immediately help with their coping skills and reduce long lasting effects of post traumatic reactions and triggers.

Victims are being connected to resources that may not otherwise be available to them, or they had no knowledge of. Safety planning helps the victim/survivor to become aware of measures they can take to better protect themselves in the future. Additionally increasing their understanding the Criminal Justice process, their rights & options increases their likelihood to engage and participate while helping them become self-sufficient, therefore having more options, resource, and information to leave an abusive relationship.

Connecting victims with CVC and COVA and other resources can help lessen the financial burden incurred due to the crime they have experienced.

Our staff train our volunteer advocates and the three Law Enforcement Agencies officers/deputies on the LAP (Lethality Assessment Program) tool, procedure and the Screened-In Protocol. With this LAP Protocol, our staff & volunteers ensure that DV victims are being connected to community resources immediately and on-scene, ensuring safety plans and safe shelter are in place.

Victims have 24/7 access to our Advocates and are given written information on how to access an Advocate 24/7. This gives them peace of mind that they are not alone and access to answers and resources anytime day or night.

Victims have the option to have a Victim Advocate present for LE interviews, at hospitals to be with & support them before and after forensic exams. This can help reduce stress, anxiety, and fear the victim is experiencing.

Our staff will do follow up outreach to the victims of crime when Advocates were paged out to the scenes. Our staff and our Outreach Volunteer Advocates will reach out to victims where Advocates were not paged out and ensure they have VRA booklets and understand their rights. Advocates will answer any questions and explore the victims individual needs to ensure all needed resources, connections, and weblinks are provided. This is not limited to but includes Veterans Administration contact info and links to Veterans benefits; Burial Assistance Program link and application; Safe Child Support application process for DV (Domestic Violence) victims; safe parenting communication apps; links and resources to financial assistance programs and foodbanks etc. Victims will receive updated Court information including any scheduled court dates, judge assigned to the case in CoCourts, Mandatory Protection Orders information, and will be given contact information for the DA's Office Victim Witness Program and their Victim Specialists.

Having ample assistance with all the above, can give them more room to focus on healing/moving forward while feeling empowered to make choice and regain control

7B) What methods will you use to know if your project is providing the benefits you listed above? (check all that apply):

<input checked="" type="checkbox"/> Client Surveys	<input checked="" type="checkbox"/> Client Testimonials
<input type="checkbox"/> Client-Defined Goals	<input type="checkbox"/> Listening Sessions / Focus Groups
<input type="checkbox"/> Partner Agency Surveys	<input type="checkbox"/> Pre- and Post-Tests
<input type="checkbox"/> Specific Tools (e.g. <u>MOVERS</u>):	Improve-tool@rti.org
<input checked="" type="checkbox"/> Other Evaluation Methods:	Improve Survey tool (Improve-tool@rti.org)

7C) How will you use the information collected (from the methods above) to improve your project?

We will assess feedback that we receive and run quarterly reports in the iMPRoVE survey tool to enhance service delivery by identifying strengths and challenges. Give victims & survivors a (confidential) voice about their experiences with our services and resources and how they are delivered. Demonstrates we are making a difference for victims & survivors with empirical data. Provides us with the data and awareness of when we need to redirect less successful practices by identifying areas to improve.

Total 12-Month Budget

Personnel Budget

For each position being requested, list: the position title, name of the employee (if available), and total number (#) of hours per week this position works for the agency (cannot exceed 40 hours per week). This includes hours paid by your agency from all sources of funding, not only CVS grant funds being requested.

In the **Additional Funding for Position** box, list the funding sources that will support this position in addition to your CVS Grant request. List the actual, anticipated or estimated percentages next to each funding source (e.g. State VALE (25%), Local County Funds (10%) and General Operating Funds (15%).

In the **Calculation** box, detail what is included in the fringe per position (e.g. Fringe consists of health, vision, dental insurance, retirement contribution, payroll fees, FICA, unemployment insurance, and payroll taxes) and any other relevant information related to the request.

In the **Narrative** box, explain the need for the position requested and how it ties to your grant requested project as described in your Activities section. See the Application Instructions for more information to complete your budget.

Position 1

Position Title: Volunteer Coordinator

Employee Name: Shana Epler

Total # hours per week position works for the agency (max= 40 hrs): 40

	Annual Budget (12 Months)	% to be paid by the Grant	Amount to be paid by the Grant (12 months)
Salary:	\$79,801.72	50.00%	\$39,900.86
Fringe/Benefits:	\$30,324.50	50.00%	\$15,162.25
Additional Funding for Position:	Boulder County General Operating Fund 50%		\$55,063.11

Calculation: Benefits include payroll fees, unemployment insurance & payroll taxes, and Vacation leave, Medical leave, Caregiver Leave - if qualify, FMLA leave - if qualify, Military leave - if qualify, Workman's Comp, FICA, Long and Short Term Disability, PERA pension & Social Security contributions, Medical, Dental & Vision if signed up for it and there are other optional benefits such as Life Insurance, Accident &/or Hospital coverage plans,

and HSA, etc that an employee can sign up for.

Narrative: This is an existing position. The Program Volunteer Coordinator is responsible for the supervision of the volunteers. This includes but is not limited to managing the On Scene response calendar, supervising all program volunteers, recruits, interviews and trains new volunteer advocates, maintains statistical data for CVS requirements and provides direct services to primary and secondary victims of crime. The Program Volunteer Coordinator participates on a rotation as a Supervisor on Duty with other VA staff. This position works full-time, 40 hours a week. This request includes a 3% COLA for salary in 2026 and the Boulder County benefits package is 38% of salary.

Position 2

Position Title: Victim Specialist

Employee Name: Michelle Lopez

Total # hours per week position works for the agency (max= 40 hrs): 40

	Annual Budget (12 Months)	% to be paid by the Grant	Amount to be paid by the Grant (12 months)
Salary:	\$82,708.79	80.00%	\$66,167.03
Fringe/Benefits:	\$31,429.42	80.00%	\$25,143.54
Additional Funding for Position:	Boulder County General Operating Fund 20%		\$91,310.57

Calculation: Benefits include payroll fees, unemployment insurance & payroll taxes, and Vacation leave, Medical leave, Caregiver Leave - if qualify, FMLA leave - if qualify, Military leave - if qualify, Workman's Comp, FICA, Long and Short Term Disability, PERA pension & Social Security contributions, Medical, Dental & Vision if signed up for it and there are other optional benefits such as Life Insurance, Accident &/or Hospital coverage plans, and HSA, etc that an employee can sign up for.

Narrative: This is an existing program position. The Victim Specialist provides direct services to primary and secondary victims of crime. This includes but is not limited to providing; trauma-informed crisis intervention, information and education on victim rights and the criminal justice system, community resources, connection to appropriate programs and funds, and short-term case management in person and over the phone. The Victim Specialist participates on a rotation as a Supervisor on Duty with other VA staff. This position works full-time, 40 hours a week. This request includes a 3% COLA for salary in 2026 and the Boulder County benefits package is 38%

	of salary.
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Add another personnel position

Delete last personnel position

Total Personnel Budgeted:

\$146,374.00

Supplies & Operating Budget (use whole numbers)

All supplies and operating requests must be specific, itemized costs related to the requested project and cost less than \$10,000 per item. List items by major type (e.g., office supplies, computer software, registration fees for training/conferences, rent, phone, etc.). General, non-project related expenses can be supported by indirect funds.

In the **Calculation box**, show us how the total to be paid by the grant was determined and show the basis for the calculation.

In the **Narrative box**, explain the need for the supply and operating expense requested and how it ties to your grant requested project as described in your Activities section. See the [Application Instructions](#) for more information to complete your budget.

List Supplies & Operating Expense	Total to be Paid by the Grant for 12 Months
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VST - Victim Services Tracking database	\$5,316.86
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Calculation:	CY25 \$5,162 x3% = \$154.86 = \$5316.86
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Narrative:	Continued funding for the annual fee for a Victim Services database, that was acquired in 2022, is requested for CY2026. This database houses and organizes our cases and victims of crime in an effective and efficient manner allowing us to measure areas of improvement and growth potential. Prior to obtaining the database our program was using an excel spreadsheet which proved to be quite ineffective for running reports or measuring the effectiveness of the program. The VST database allows the program to record VOCA specific information and run VOCA specific reports to accurately report stats for VOCA Grant reporting purposes. And, most importantly, allows for more organization to ensure more effective case management for victims of crime in our community. This specific database carries an annual fee, with a 3% increase each year.
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List Supplies & Operating Expense	Total to be Paid by the Grant for 12 Months
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Printing Victims Rights Booklets	\$3,022.00
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Calculation:	CY25 - 1500 Booklets \$2,934 x 3% is 88.02 = \$3,022.00
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Victim Rights Booklets: We have our Booklets printed in English and Spanish to	
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Narrative:	ensure high quality services to marginalized victims. This is a continued request for printing in in CY2026. These booklets ensure that the three Law Enforcement agencies that our program provides VRA services to are in compliance with Colorado VRA statue. In addition to compliance, this booklet provides victims our program contact information and information on services in our community. Our Multi- Agency Victim Assistance Program, which serves multiple law enforcement agencies within Boulder County, is not provided cost assistance for the printing of these booklets.	
List Supplies & Operating Expense		Total to be Paid by the Grant for 12 Months
COVA Conference		\$2,700.00
Calculation:	CY24 COVA registration fee \$525 x 3% is 15.75 increase= \$540 x5 participants = \$2,700	
Narrative:	Ongoing staff and Volunteer Advocate training and development is crucial for the continued knowledge & skill development of our program staff and volunteers. We were able to send one staff and four volunteers to the 2024 COVA conference. We do not anticipate sending anyone in 2025 due to no earmarked funding to do so. It will be important to send both volunteers and staff to the 2026 COVA conference for enhanced training skills and knowledge.	
List Supplies & Operating Expense		Total to be Paid by the Grant for 12 Months
On-Scene Advocate Identification Apparel		\$1,050.00
Calculation:	The program needs 30 fleece vest/jackets at \$35 each. 30 x \$35 = \$1,050.00	
Narrative:	Shirts or vests with the Sheriff's Badge logo and Victim Advocate title is an ongoing purchase need. Newly recruited and trained advocates wear the shirts or vests to create easy identification on scene for first responders and victim/survivors. During CY23-CY24 we purchased 33 at \$20.30 each polo shirts for the allotted \$666. No apparel is being purchased in CY2025 due to funding cuts and no funding allocated to this expense. Our bi-annual recruitment and training brings on multiple volunteers a year. The program has some recycled fleece vests and jackets for Advocates to wear in colder temperatures. However, we do not have enough for the number of new recruits brought on in 2025 nor will we have any for the new recruits brought on in 2026.	
<input type="button" value="Add another supply item"/> <input type="button" value="Delete last supply item"/>		
Total Supplies & Operating Budgeted:		\$12,089.00

Travel Budget

Travel expenses should be itemized by purpose (e.g., mileage to attend training sessions, mileage to transport clients, travel costs to attend conferences, etc.) with mileage, lodging and per diem on separate lines. Tuition and registration fees for conferences should be listed as supplies & operating expenses, not travel expenses.

In the **Calculation box**, show us how the total to be paid by the grant was determined and show the basis for the calculation including agency mileage, per diem, and actual/estimated hotel rates.

In the **Narrative box**, explain the need for the travel expense requested and how it ties to your grant requested project as described in your Activities section. See the [Application Instructions](#) for more information to complete your budget.

List Itemized Travel Expense (Transportation, Per Diem, etc.)	Total to be Paid by the Grant for 12 Months

Calculation:

Narrative:

Total Travel Budgeted:

Equipment Budget

Equipment is defined as a durable, single item costing \$10,000 or more with a useful life of over one year.

In the **Calculation box**, show us how the total to be paid by the grant was determined and show the basis for the calculation.

In the **Narrative box**, explain the need for the equipment expense requested and how it ties to your grant requested project as described in your Activities section. See the [Application Instructions](#) for more information to complete your budget.

List Itemized Equipment Cost (durable, single item \$10,000 and over)	Total to be Paid by the Grant for 12 Months

Calculation:

Narrative:

Total Equipment Budgeted:

Consultants/Contracts Budget

List consultants or independent contractors who will provide services under the proposed grant. Installation costs associated with supplies and operating and/or equipment purchases should be included in the Consultants/Contracts category. Generally, a consultant is an independent contractor or an outside professional who offers their contracted services to the public at large, who controls their own work, does not require training, pays their own taxes, and has their own liability and worker's compensation insurance. Subawards should be included in this section as well.

In the **Calculation box**, show us how the total to be paid by the grant was determined and show the basis for the calculation (estimated number of hours x hourly rate).

In the **Narrative box**, explain the need for the consultant/contractor request and how it ties to your grant requested project as described in your Activities section. Include any additional information about the cost(s) requested you want reviewers to know. See the [Application Instructions](#) for more information to complete your budget.

List Consultants/Contracts Expense	Hourly Rate of Pay	Total to be Paid by the Grant for 12 Months
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>

Calculation:

Narrative:

Total Consultants/Contracts Budgeted:

Indirect Budget

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Agencies that have an approved Federal Indirect Cost Rate can use their rate; agencies that do not have a federally approved indirect cost rate, may request up to the De Minimis Rate (15% of the Modified Total Direct Cost).

If you do not have a federally negotiated indirect rate, OVP has developed an [Indirect Cost Calculator Tool](#) (Excel) to assist you with calculating your 15% de minimis rate. See the [Application Instructions](#) for more information on Indirect Costs as some expenses are not allowed in the Indirect Cost Calculation.

Indirect Cost Rate %	Indirect Cost Rate Calculation	Total Indirect to be Paid by the Grant for 12 Months
Total Indirect Budgeted:		

Grant Budget Summary

Budget Categories	Funding Budget	Cash Match	In-Kind Match	Category Totals
Personnel	\$146,374.00			\$146,374.00
Supplies and Operating	\$12,089.00			\$12,089.00
Travel				
Equipment				
Consultants/Contracts				
Indirect Costs				
Totals	\$158,463.00			\$158,463.00
Total CVS Funds:				\$158,463.00

Prioritized Expenses

The project may not be fully funded due to availability of funding. List the specific expenses that are most important to be able to complete the project in order of priority. Be as specific as possible as reviewers use this information to inform funding decisions.

- I. The two critical Supplies and Operating Expenses are Printing Victims' Rights Booklets (CY25 - 1500 Booklets \$2,934 x 3% is 88.02 = \$3,022.00) and VST - Victim Services Tracking database (CY25 \$5,162 x3% = \$154.86 = \$5316.86).**
 The booklets ensure the three LE agencies are meeting the minimum VRA statutory requirements. These are pocket sized booklets that each LE officer in the three agencies carry and give to each victim on scene. The booklets are in Spanish and English and hold all written information required.
 The database system is a critical tool that allows us to accurately gather and measure victim, crime, and services details along with accurate and detailed personal information data, including race, gender, age, and other underserved victims population data.
- II. Both Personnel Budgets are critical at the amounts requested as these were significantly cut in 2025. Boulder County Commissioners allocated a one-time County General Operating Fund budget allocation to cover the funding loss in the CY 2025. There is no guarantee there will be available funding for any additional personnel budget adjustments to allocate funding to cover CY2026 shortages. We have a small staff team with these two staff positions who complete the program work tasks and functions for our Multiagency Law Enforcement Agency Advocate Team. It is critical we maintain our current staffing numbers to adequately meet the VRA statutory requirements for our whole service area and to adequately meet the needs of our crime victims and Boulder County community members.**
- III. On Scene Identification Apparel - although this is important it is not critical as we can continue to recycle apparel as advocates move on. However, it is our goal to increase our total Volunteer Advocate totals from 35 at the start of 2025 to 60-65 by the end of CY2026. Identification apparel will be important but not critical as each staff and volunteer advocate are provided a BCSO identification badge they are required to wear on each scene.
- IV. COVA Conference Registration funding. This is a great conference, and it provides excellent training and skill building opportunities to our volunteers and to staff. However, if we can only send two or none at all , we will continue to search for free webinars and local collateral agencies to cross train our staff and volunteers in order to ensure they are receiving ongoing education opportunities.

Additional Information

Tell us any additional information that was not included in other Application questions that reviewers should know.

Attachments

The application and attachments (listed below) must be uploaded in [ZoomGrants](#) under the “Documents” tab by the deadline of 11:59 p.m. on March 17, 2025. Failure to include required attachments may affect funding decisions. Some attachments require you to use a template. Templates can be downloaded using the links below or by using the links in [ZoomGrants](#) under the “Documents” tab.

Required Attachments for All Applicants

- [Financial Management Questions \(FMQ\)](#) - download and save the template to your computer
- Application
 - Volunteer Job Description(s) - Applicants must use volunteers in some capacity within their organization to be eligible for VOCA funding or must submit the [VOCA Volunteer Requirement Waiver](#)

Additional Required Attachments based on Project-Specifics

- Organizational Chart - required if requesting personnel. Highlight grant-requested personnel and include new positions that would be added with grant funds as able.
- Job Description(s) for grant-funded personnel and personnel used as match - if applicable
- Current Federally Negotiated Indirect Cost Rate Agreement - if applicable

Certificate Of Completion

Envelope Id: 125FC18A-CA82-4870-BD3E-641ACDF44937
 Subject: Crime Victim Services (CVS) Grant Application FY 2026
 Type of Document:
 Grant Application
 Department/Office: Sheriffs Office
 Source Envelope:
 Document Pages: 23
 Certificate Pages: 3
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Sent
 Envelope Originator:
 Pamela Thompson
 2025 14th St
 Boulder, CO 80302
 pthompson@bouldercounty.org
 IP Address: 97.107.70.37

Record Tracking

Status: Original 3/10/2025 7:14:19 AM	Holder: Pamela Thompson pthompson@bouldercounty.org	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Boulder County	Location: Docusign

Signer Events

Pamela Thompson
 pthompson@bouldercounty.org
 Paralegal
 Sheriff / Operations
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Signature

Completed
 Using IP Address: 97.107.70.37

Timestamp

Sent: 3/10/2025 7:21:15 AM
 Viewed: 3/10/2025 7:21:20 AM
 Signed: 3/10/2025 7:27:34 AM

April P Gatesman
 ca@bouldercounty.org
 Boulder County
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via Docusign

APG
 Signature Adoption: Pre-selected Style
 Using IP Address: 97.107.70.37

Sent: 3/10/2025 7:27:35 AM
 Viewed: 3/13/2025 1:11:13 PM
 Signed: 3/13/2025 1:15:13 PM

Chelsea Brawders
 cbrawders@bouldercounty.gov
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via Docusign

CB
 Signature Adoption: Pre-selected Style
 Using IP Address: 174.65.137.161
 Signed using mobile

Sent: 3/13/2025 1:15:16 PM
 Viewed: 3/14/2025 12:36:43 PM
 Signed: 3/14/2025 12:37:05 PM

Carey Weinheimer
 cbweinheimer@bouldercounty.gov
 Undersheriff
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via Docusign

CU
 Signature Adoption: Pre-selected Style
 Using IP Address: 97.107.70.37

Sent: 3/14/2025 12:37:07 PM
 Viewed: 3/17/2025 8:06:13 AM
 Signed: 3/17/2025 8:14:35 AM

Signer Events	Signature	Timestamp
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Pamela Thompson
pthompson@bouldercounty.org
Paralegal
Sheriff / Operations
Security Level: Email, Account Authentication (None)

Sent: 3/17/2025 8:14:36 AM
Viewed: 3/17/2025 8:59:36 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Matthew Ramos
38095@bouldercounty.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Marta Loachamin
mloachamin@bouldercounty.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Matthew Ramos
38095@bouldercounty.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Sheriff Accounting Group
sheriffaccounting@bouldercounty.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Barbara Park
bpark@bouldercounty.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/10/2025 7:21:15 AM

Payment Events	Status	Timestamps
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