*Date*

Ashley Riley Lopes

Grants Administrator

Office for Victims Programs

700 Kipling St.

Lakewood, CO 80215

Dear Mrs. Riley Lopes:

This letter is to notify you of *(Your Organization)*’s intention to seek a grant of $*X,XXX* *(estimated amount)* through the Housing for Crime Victims Special Project.

We plan to request support of…

*Briefly describe your project and organization here, how it is aligned with the Housing for Crime Victims Special Project, and answering the questions below:*

1. *What direct victim services to crime victims does your agency currently provide (victims do not have to be involved with the criminal justice system to be eligible for support through this funding opportunity, but must be a victim of a VOCA-eligible crime[[1]](#endnote-1))?*
2. *How will your agency provide a cash match[[2]](#endnote-2) of up to 25% of the requested amount of funding, if required?*
3. *How will your agency structure your housing program in a victim-driven, low-barrier[[3]](#endnote-3) way?*

We would welcome the opportunity to submit a full proposal with additional information for further review.

Sincerely,

(Sign)

Name

Title

Address

Phone Number

E-mail Address

1. Eligible victim types include: Adult Physical Assault, Adult Sexual Assault, Adults Sexually Abused/Assaulted as Children, Arson, Bullying (Verbal, Cyber, or Physical), Burglary, Child Physical Abuse or Neglect, Child Pornography, Child Sexual Abuse/Assault, Domestic and/or Family Violence, DUI/DWI Incidents, Elder Abuse or Neglect, Human Trafficking: Labor, Human Trafficking: Sex, Identity Theft/Fraud/Financial Crime, Kidnapping (custodial), Kidnapping (noncustodial), Mass Violence (Domestic/International), Other Vehicular Victimization (e.g., Hit & Run), Robbery, Stalking/Harassment, Survivors of Homicide Victims, Teen Dating, Terrorism (Domestic/International), Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other. [↑](#endnote-ref-1)
2. Cash Match: A specified amount of ***non-federal dollars*** budgeted for the funded project in addition to the grant award amount. Any items paid for with non-federal dollars are cash match such as personnel expenses. [↑](#endnote-ref-2)
3. Victim-centered/Victim-driven: Victims lead the process, choose their own goals, and define what is going to be safer for themselves. Advocates focus on the victim, not the crime.

   Low-Barrier: The aim of low-barrier is providing access to services with as few barriers and rules as possible, including screening individuals for services. This often means that people staying in low-barrier shelter, for example, are not expected to abstain from using alcohol, forced to adhere to time limits, or other rules. And individuals are not required to participate in certain activities in order to receive services (e.g. group, counseling, etc). [↑](#endnote-ref-3)