



COLORADO

**Office of Children,
Youth & Families**

Domestic Violence Program

DVP CAIA Support

\$5,000 in CAIA 2023 Attendance Cost Reimbursement

The Opportunity

DVP seeks to support a robust network of community-based organizations throughout Colorado that deliver high quality no-cost confidential services to survivors of domestic and sexual violence. Advocates and community-based organizations have been challenged since the start of the COVID-19 pandemic with shifting service models to safeguard the health of staff and clients, the increased complexity of survivor needs, the personal stressors of the pandemic, and high levels of staff burnout and turnover. DVP appreciates that Violence Free Colorado and the Colorado Coalition Against Sexual Assault (CCASA) are focusing the 2023 Colorado Advocacy In Action (CAIA) Conference on supporting advocate wellbeing, supporting organizational resilience and staff retention and recruitment, and the advancement of accessible, culturally responsive, and trauma-informed advocacy that allows all survivors to receive meaningful assistance.

DVP will use a portion of FVPSA COVID Mitigation and Anti-Sexual Assault funds to reimburse DVP-funded organizations for costs related to CAIA 2023 attendance.

Eligibility

Organizations: Currently-funded organizations that have a contract with DVP are eligible for reimbursement for up to \$5,000 on conference-related costs. The contracts an eligible organization has with DVP may include one or more of the following: Domestic Violence Services, Sexual Violence Services, or the Flex Funds Project.

People: Employees, volunteers, board members, and/or survivors served by an eligible organization can be included in the reimbursement request for this support from DVP. Additionally, an allied professional associated with an eligible organization may also be included in the request if the organization determines they will reimburse the individual's costs to benefit the organization.

Allowable Costs

Each eligible organization may submit one CAIA Support Reimbursement Form for reimbursement of up to \$5,000 of allowable costs including:

- Registration fees
- Travel costs (mileage, airfare, ride share, public transportation)
- Lodging costs

Requested reimbursed expenses may only be for individuals who actually attend the CAIA Conference. If a conference registration or lodging reservation is paid for but not actually used, the cost is not allowable. Additionally, meals costs are not allowable.

Process

After the CAIA Conference on June 5-7, 2023, DVP will email each eligible organization with the link to the electronic CAIA Support Reimbursement Form. Only one reimbursement form may be submitted per organization for up to \$5,000 of allowable cost reimbursement. Only eligible organizations may request reimbursement. Requests from individuals or ineligible organizations will not be reimbursed. Forms must be submitted by 10 AM on Monday, July 10, 2023. Backup documentation for all expenses must be submitted with the form including:

- Lodging receipts
- Mileage reimbursement forms
- Travel receipts

Payment

DVP will process the reimbursements submitted and organizations will be paid via Electronic Funds Transfer within 20-40 days of submission to DVP.