

# COVA's Crime Victim Emergency Fund Reference Guide

Type of Assistance	Documentation Needed	Helpful Hints
Child Care	Copy of <b>current bill/invoice</b> from licensed childcare facility.	Must be from a licensed provider.
Rent	Full current signed lease, current ledger, current mortgage statement. No screenshots If the victim is on Section 8, please include the State documentation showing the payment breakdown.	The Victim Advocate needs to obtain lease/ledger/vendor form <b>directly</b> from leasing office or landlord. They will have the most current signed copies of the lease in full. Section 8 paperwork must include showing the victims rent portion and the state housing assistance portion. <b>We cannot pay deposits.</b>
Emergency Shelter/Hotel  Applications and all supporting documentation will need to be submitted to COVA for same day reservations before 2 PM on the day of request.	Hotel Credit Card Authorization Form & copy of victim's ID. COVA can only pay room & tax. <b>The victim will need to provide a credit card for all incidentals.</b> The application must have hotel name, address and phone number. Advocates will need to get the itemized folio from the hotel and submit it to COVA.	Hotels are for immediate safety reasons when no other safe locations are available. If an agency is asking for reimbursement, prior approval from COVA is recommended before placing the client in a hotel. <b>No 3<sup>rd</sup> party vendors (Expedia, Hotes.com, Priceline, etc.)</b>
Moving Expenses  Licensed moving companies or COVA approved movers.	Moving quote/estimate prior to move and <b>final itemized invoice</b> once move is complete from a licensed moving company.	Not all moving companies accept third party payments. <b>We cannot pay for moving trucks like U-Haul, Penske, Budget, etc.</b> <b>No deposits.</b>
Transportation  <b>Safety Relocation ONLY</b> (bus, plane, train tickets)	On page 3 of the application please include the method of transportation. Also indicate departure location & arrival location. Clients' ID (for TSA) & phone number will be required.	Ensure that the client has a place to stay/live once they arrive. Please confirm with shelter, family member, etc. prior to request. <b>No 3<sup>rd</sup> party vendors (Expedia, Hotes.com, Priceline etc.)</b>
Groceries and Basic Needs (food, detergent, shampoo, toothbrush/paste, feminine products, diapers/wipes, etc.)	A basic detailed grocery list. This assistance is intended to get them through the month. (e.g. 2 gallons of milk, 1 carton of eggs, etc.)	We can reimburse an agency with prior approval, or we can order online and have items ready for pick up. <b>Cannot pay for alcohol, tobacco, or cannabis, gift cards, or luxury items.</b>
Short-term Nursing (one month)	Bill/Invoice from licensed nursing facility with crime victim's name.	Must be from a licensed provider.

- **All Documentation must be submitted as a PDF with all applications.** Crime victims must be listed on the payment documentation as account holder/tenant. Please no screenshots or pictures of documents.
- COVA can't reimburse victims, friends or family.

**\*\*Funding and type of assistance can change at any time\*\***



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