

VICTIM ASSISTANCE AND LAW ENFORCEMENT (VALE) FUND
10th Judicial District, Colorado
GRANT APPLICATION INSTRUCTIONS

Funding Cycle January 1, 2020, to December 31, 2020

The following instructions anticipate questions that may arise, and are by no means all-inclusive. Please feel free to contact the Local VALE Administrator, Donna Gutierrez, at (719) 583-6048 or E-mail at gutierrd@pueblocounty.us if additional questions or concerns should arise.

There will be an Applicant Workshop on **September 25, 2019, at the Community Conference Room, District Attorney's Office, 701 Court Street, from 11:00 AM to 1:00 PM for discussion of the application process and to provide answers to your questions. Lunch will be provided. RSVP is required no later than September 20, 2019, to the above email.**

ALL APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND

Please read the instructions and the application carefully. The application is available in both PDF and Word format. Applicants are to complete in that format and make no changes to the application. Instructions and applications will be e-mailed to current recipients; other interested applicants can request an application by contacting the VALE Administrator. Requests for COVA Conference scholarships are included on a separate application. COVA requests are not to be included in the project budget. Both applications must be received following the application instructions. COVA scholarships will not be accepted as standalone applications and will only be awarded to 2020 VALE Grant recipients.

All applications to be considered must be received by the VALE Administrator no later than 4 pm on Friday, October 11, 2019, at 701 Court Street, Pueblo, CO. Applications must be complete and include all required attachments and original signatures to be considered by the VALE Board. **LATE APPLICATIONS OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**, to include all required signatures. Notifications of grant awards/denials will be mailed to applicants on or about October 25, 2019. Notification of denials will include specific information regarding the denial and the policy for reconsideration requests. Reconsiderations will not be considered for partial funding approvals.

A Statement of Grant Award (SOGA) and Contract will be mailed to grant recipients on or about November 20, 2019. Fully executed SOGA and contracts must be returned no later than noon, December 27, 2019, to the VALE Administrator. The contract and SOGA will include your grant number, award amount, accountability requirements for quarterly written financial and programmatic reports; consequences for noncompliance and specific and special conditions required. Late contracts or incomplete signatures will be returned by mail to the applicant and may delay funding for the first quarter.

Submission of this application is not to be construed as a guarantee of funding or continuation of funding. Thank you for your time and consideration in completing this application.

The following instructions will assist you in preparing your application. Strict compliance is not a guarantee of eventual funding. Please read the entire application and instructions before filling out the application. Contact the VALE Administrator with any questions.

Introduction

Every effort will be made to insure fairness in the process to all applying agencies. In developing an open, fair, and equitable process of reviewing, evaluating, and voting on grant applications, the local VALE Board shall include, but not be limited to, the following considerations for funding: eligibility and priorities established by legislation and the local VALE Board; and the financial, administrative and programmatic capacity of the applicant to provide the necessary services.

The Local VALE STANDARDS and VALE STATUTE can be found at:
state.co.us/dcj-victim-program/home/local-VALE

The VALE statute already establishes certain priorities for funding. These are outlined in 24-4.2-103(5) C.R.S. and include the following:

- Implementation of the rights afforded to crime victims pursuant to section 24-4.1-302.5 C.R.S.
- The provision of the services and programs delineated in sections 24-4.1-303 and 304 C.R.S., and 24-4.2-105(4) C.R.S. related to all crimes as defined by section 24-4.1-302(1) C.R.S.

The Chair of the VALE Board will exercise the rights of the Chair to comply with the law in all areas including but not limited to conflict of interest with any board member who serves on an agency board or the District Attorney's Office and Administrator.

The Board requests that all applying agencies answer questions directly, clearly and concisely. Refer to the specific areas of the Colorado Revised Statutes referenced in the instructions that their crime victim services are going to meet.

Partnerships and collaboration between agencies is encouraged, as are additional services that address gaps in victim services in the Pueblo community.

Type must be Times New Roman 12 pt. font

Cover Page: Please provide all information and review the required attachments. All attachments must be included for a complete application.

Grant History Request: Provide 2020 grant request amount, estimated number of victims to be served and percent of budget. Include past two (2) years VALE awards

Executive Summary Provide a brief summary of your agency and a problem statement the requested funding project will address.

VICTIM RIGHTS – The statute for the Victim Rights Act (VRA) can be found at the following link: <https://sites.google.com/a/state.co.us/dcj-victim-program/home/local-VALE>. Provide brief descriptions of how your project will address and assure VRA is followed. This section is intended to reassure the Board the purpose for which you are requesting funds is consistent with the VRA and VALE statutes and that your staff is well trained on victim rights to implement. (*Attachment F*)

CRIME VICTIM COMPENSATION - Agencies serving victims must inform those victims of resources available to them, including crime victim compensation. Describe how your agency provides victims with the referral and information and how your staff and volunteers are trained to adequately make the referral. (*Attachment F*)

CULTURAL COMPETENCY – While meeting ADA standards and providing for translation are minimum aspects of cultural competency, it is important to do much more to meet the needs of victims and witnesses. Describe how your agency provides services and what you have done to move beyond the basics to meet the cultural needs of victims.

PROJECT CONCEPT/DESIGN – Describe the Project, which must be located in the Tenth Judicial District (Pueblo County), to be funded by requested VALE Funds:

- Project description and how it addresses the problem statement in Executive Summary.
- Identify who will be responsible for daily operations and who is accountable for the expenditure of the grant funds. Include information on expertise in the area of victim services or experience in managing people, programs and grants.
- How many anticipated victims within Pueblo County will be provided services under the project during the grant period?
- The population and geographic area targeted for services through this project
- If the project is not located entirely in the Tenth Judicial District (Pueblo County), indicate the percentage of services that would be for victims and witnesses in the Tenth Judicial District.
- Identify any problem(s) that may be anticipated in implementing the program/project goal and how they will be addressed.

Indicate services to be provided and estimated number of services to be provided within you project as outlined in 24-4.2-105 C.R.S

Describe the types of crime that affect the victims your agency will serve in this project, as outlined in 24-4.1-302 C.R.S. Do all of the crimes you address fall within the crimes named in the VALE statutes listed in the instructions? If not, how will you ensure that VALE funds are only spent on VRA-eligible victims?

What is the referral process that brings victims to the project? How does your agency coordinate services and programs that are similar with other agencies and how is duplication of services avoided? Include statements demonstrating cooperation, referrals and non-duplication of services with other victim service agencies in the community. You are encouraged to show collaboration with other agencies.

GOALS AND OBJECTIVES

Identify the project's goals and objectives. Your goals and objectives must be measurable and specific. Include number of victims to be served by your agency and number of victims to be served under the VALE funded project. The goals, objectives and evaluation should demonstrate how the project achieves the purposes of the VALE Board and the Victim Rights Act statute. Explain the specifics of what you intend to accomplish with grant funds (goals and objectives) during the grant period and to indicate how you will evaluate whether the project succeeds in reaching those goals and objectives. Provide specific estimates on how many victims your agency will see in 2020, how many of those victims would utilize the services that VALE funds would support, and how many meet the statutory definitions of the crimes that qualify for VALE funding. These goals, as stated and approved, will be reported on a quarterly basis, with verifiable data.

Goals – Clear, general statements which highlight what the project is intended to achieve. (A broad overall purpose; a point to be reached.) Goals should relate to the Project Concept/Design and the Budget pages of this application. *Example: Offer classes and services that increase the safety of domestic violence victims.*

Objectives – Should be quantifiable in order to measure changes or achievements. Objectives state specifically what will be done, by whom, by when, and the method for measurement. If the objective is not quantified with a numeric value, it should be measured by a “yes” or “no” response. *Example: Offer a class that teaches 15 domestic violence victims per month how to put together a safety plan.*

Desired Outcomes – What is the change you would like to see take place because of your program. *Example: Domestic violence victims are safer in their homes because they have developed workable safety plans.*

Outcome Measures – These measures demonstrate whether or not the outcome was achieved: *Example: Number and percentage of domestic violence victims who outlined specific safety plans as a result of attending our class.*

BUDGET SUMMARY/FINANCIAL INFORMATION – Please answer each question in order to place your budget in context and follow directions for each category.

PROJECT BUDGET – Identify request for VALE funds, other sources and annual agency overall budget for victim services for each category you are request funds. All funds are based on the 12-month period of the grant

SECTION I: BUDGET NARRATIVE – The budget narrative should fully explain the criteria used to compute budget figures. All budget figures should be justified and explained clearly so as to be easily understood. The budget narrative should show the relationship between category amount and proposed project operations, i.e., why the request is necessary to complete the project. Please be sure the budget figures in each category narrative and those listed on the project budget are the same.

Personnel:

Explain staff positions and how they are funded; list each person as a separate position. Provide evidence to show that the proposed salary is one which is paid for equivalent positions and explain and justify the request. Fringe/Benefits are not required; however, if you decide to do so, indicate the total 12-month costs of these benefits (i.e., employer's share of FICA, health insurance short / long term disability, etc.) for each position in "Annual Budget" column. Then list the 12-month amount your agency is requesting from VALE for fringe/benefits in the "Amount Requested from VALE" column. Include all information for each requested VALE funded position (*Attachments E & F*). Name of individual and position must be included and must be identified in the Organizational chart. Any changes to the position, including vacancies, individual performing duties or changes must be provided to the board as soon as change occurs but **no later than 30 days from the date of personnel vacancy/change**. Change must include project and budget revisions and will not take effect until reviewed and approved by the Board. Only personnel included in this section will be funded by the VALE grant. **Any change not reported to the Board may be deemed as non-compliance by the grantee, resulting in suspension or termination of funding**. Time sheets, paystubs and sub-ledgers, clearly identifying the receipt of 10th JD VALE Grant funds, will be required and included with the quarterly reporting.

Supplies and Operating/In State Travel:

Explain how the costs were determined and justify the need for the various line items. *Items purchased for less than \$1,000 are included in this category not in equipment category*. All supplies and operating requests must be specific, itemized costs related to the project and costs less than \$5,000 per item. List items by major type (e.g., office supplies, computer software, training materials, tuition and/or registration fees for training/conferences, copy costs, rent, phone, postage, etc.) List the total 12-month agency cost of each item in the "Annual Amount" column, and then list the 12-month amount being requested from VALE in the "Amount Requested from VALE" column.

In-State travel of project personnel by purpose (e.g., to attend training sessions, attend conferences, etc.). Explain the relationship of each cost item to the project (e.g., if training or conference expenses are requested, explain the topic of the conference and its relationship to the project and direct service staff/volunteers who will attend.) Items in this category usually include mileage, meals and lodging, showing separately. *Tuition and registration fees should be listed as operating expenses, not travel expenses*. If funds are requested and approved, additional forms and reporting may be required. Do NOT include COVA requests, please use separate application.

Equipment:

Items **over \$1,000** and a useful life of over one year. Equipment requested must be essential to the goals and objectives presented. Documenting unsuccessful attempts to obtain items elsewhere may help demonstrate your need for the equipment. *Software should be included in the Supplies and Operating category*. If funds are requested and approved, additional forms will be required prior to and after purchase.

Professional/Contracted Services:

A consultant is an independent contractor or outside professional offering contracted services to the public at large, who controls their own work, does not require training, pays their own taxes, and has his/her own liability and worker's compensation insurance. List consultants or independent contractors to provide direct victim services under the grant project. List each consultant or type of service, the proposed hourly fee, and the amount of time to be spent on such services.

Fully explain and justify both the need for these services and the rate of pay if not provided above.

- Explain why project staff cannot provide the proposed services of consultants and/or independent contractors.
- If funds are requested and approved, additional forms will be required, including reporting of services provided and payment made on a quarterly basis.
- An original contract agreement between your agency and the Professional/Consultant outlining the services, price and/or terms agreed upon, will be required. Professional services should be procured competitively. *Sole source contracts must be justified* and are subject to prior approval. Sole source is procurement through the solicitation of a proposal from only one source or after solicitation of a number of vendors when competition is determined inadequate.

COVA SCHOLARSHIP

Separate funds will be awarded to grant recipients for the 2020 COVA Conference. Complete the COVA Conference Scholarship Application and include with your 2020 VALE Grant Application. If you are ***not*** requesting COVA funds, complete and return page 1 of the COVA request, initialed by the project director. Funding will be provided for COVA Registration (\$380) and up to \$400 for lodging for each registrant on a reimbursement basis. Approved Scholarship to grantee agencies will be required to provide payment receipts for registration and lodging; each attendee will be required to provide confirmation of attendance and description of what they gained from the conference.

ATTACHMENTS: REQUIRED ATTACHMENTS-Include with all copies.

- ✓ Copy of 501(c) (3) IRS Tax Ruling (if applicable)
- ✓ Copy of Secretary of State Certificate of Good Standing
- ✓ Listing of Board of Directors and Key Officers
- ✓ Resume of Program/Project Director
- ✓ All Personnel requests must include your agency's classification of that position and job description
- ✓ Organizational Chart
- ✓ Copy of current Financial Statement and Audit Report (Waived for governmental agencies) (*Attach to original copy only*)
- ✓ Accountant letter, balance sheet and income statement (Waived for governmental agencies)
- ✓ Your agency brochure explaining VRA and Victim Compensation
- ✓ Random Sampling of Client Satisfaction Surveys
- ✓ Letters of Support (limit 4)
- ✓ COVA Scholarship Application

SIGNATURES: The application must include original signatures by a minimum of three (3) separate signing authorities. See signature page of application for definitions.