

17th JUDICIAL DISTRICT 2018 VALE GRANT APPLICATION FORM GUIDELINES

*The most successfully written grant applications bring together
the needs of crime victims, the agency and the VALE Board in one coherent and logical plan.*

17th JUDICIAL DISTRICT VICTIM ASSISTANCE & LAW ENFORCEMENT FUND 2018 GRANT FUNDING PROCESS

GENERAL INFORMATION

The 17th Judicial District Victim & Witness Assistance and Law Enforcement (VALE) Board is authorized to enter into contracts for the purchase and coordination of victims and witnesses assistance services with persons or agencies that the Board deems appropriate.

The priority of use of 17th Judicial District VALE funds is for the provision of services and programs listed in C.R.S. 24-4.2-105 and the implementation of the rights afforded to crime victims as set forth in C.R.S. 24-4.1-302.5.

The 17th Judicial District VALE Board has also established the following local funding priority:

Programs providing direct services to victims of crime in both Adams and Broomfield Counties.

The 17th Judicial District VALE Board accepts and considers grant requests submitted for new projects on an equal basis as those received for projects that are requesting funding continuation. Factors other than those stated above may also be utilized in making final funding decisions. Funds may be awarded for projects not designated in the priority categories. The fact that an applicant meets eligibility requirements and applies for services within a priority funding category does not guarantee funding.

The application form being used for 17th Judicial District VALE grant requests has been revised for 2018 and can be accessed through the link found on the VALE website at www.17vale.org. The 17th Judicial District VALE Board will not be accepting 2018 grant applications submitted on any other forms, or in any other format, than the one through ZOOMGrants. **Failure to complete the current and correct grant application form through the ZOOM Grants grant application process will result in denial of 2018 grant funding consideration by the VALE Board.**

The following guidelines are for grant applicant reference and / or use as in preparing the grant application for funding consideration of a 17th Judicial District VALE Project / Personnel requests. Compliance with grant application guidelines will not guarantee funding. Please read the applicable statutes, the entire application and guidelines before writing the grant application. We hope that this guide provides useful information and will be beneficial in completing the 2018 VALE grant application for 17th Judicial District VALE funding consideration.

For questions or concerns regarding grant application questions, contact:

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GRANT APPLICATION FORM GUIDELINES

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GRANT APPLICATION WRITING TIPS

- A. Plan ahead.** Create a detailed work schedule that includes due dates for writing, editing, making changes and corrections, re-editing, proofreading, obtaining necessary signatures and photocopying. It may help if only one person has the authority to direct the workflow associated with writing the grant application – if you have more than one, you run the risk of creating two different products and missing the application deadline. Keep in mind the general law of project design: *It always takes longer to do something than you think it will!*
- B. Use clear and concise language.** When you are writing the grant application, always fully define any abbreviations or jargon that you use. The grant application should be neat, clean and easy to read. Proofread for typographical and grammatical errors in the final copy.
- C. Be thoughtful when cutting and pasting from a previous grant.** Be sure to update all relevant information, particularly statistical data and contact information. *Remember: You will not have an opportunity to clarify, correct, change or add to the grant application after it is submitted.*
- D. Proof read** and then have someone unrelated to your work read the proposal. Merely passing the grant around your agency has limitations. Staff and volunteers may think they know what you mean or may be less than critical because of your role in the agency (or theirs).
- E. Be succinct.** Sometimes less really is more. A successful grant application will be just long enough to clearly communicate the purpose and impact of proposed project / personnel services. All goals / objectives / performance measures / budget will be limited to expenses directly related to the 17th Judicial District VALE Project / Personnel requested for funding consideration.
- F. Avoid unsupported assumptions.** Assume that the 17th Judicial District VALE Board knows nothing about the proposed project / personnel, the grant applicant agency and about the victim service community need(s) that the grant funded project / personnel addresses *even if this is a request for continued funding.* There may be new Board members reviewing grant applications unfamiliar with prior project / personnel services. Any “beliefs” expressed in the grant application should be supported by **evidence, current local statistics and / or other factual documentation.** Provide sufficient evidence to demonstrate that the grant applicant agency has the requisite ability to sustain and offer the proposed project / personnel services. The grant application will not provide space for pages of tables, charts and graphs. Provide reference cites and sources of data in the body of the grant application, particularly where required to do so. Use and refer to measurable outcomes, particularly measurable outcomes of the proposed services for victims as expressed and experienced by victims, whenever possible.
- G. Respond to every question whether applicable or not.** Never leave a section or question blank; write “N/A” instead. **If a question does not have an answer, the grant application will be considered INCOMPLETE.**

GENERAL 17th JUDICIAL DISTRICT VALE GRANT APPLICATION GUIDELINES

IMPORTANT NOTE: *You will not have an opportunity to make additions, changes or corrections to the grant application after it has been submitted. The Board will make their funding decision based upon the grant application that is submitted.*

Before you begin, review these basics

- **Read the statutes** that govern the funding determinations of the VALE Board. These are ***Colorado Revised Statutes 24-4.2-101 and 24.4.1-302***. Copies of state statutes related to the allocation of VALE funds are available on the Colorado State Government webpage at www.state.co.us
- **Review the proposed activities of the project to determine applicability pursuant to state statutes and based upon the information contained in the 2018 Request for Proposal.**
 - a. *Is the request for **direct services** or related to the provision of direct services **to crime victims**?*
 - b. *Is the need for the proposed project **evidence based**?*
 - c. *Is the need **substantiated by current local statistical data**?*
 - d. *Is the project one that your agency will **provide in-kind support** to ensure success of services during and after grant funding?*
 - e. *Is your plan for **managing the project** realistic and reasonable considering personnel, time and fiscal resources currently available?*
 - f. *How will the project **measure the difference** grant funded services will make for a crime victim **from the crime victim's perspective**?*
- **Read through these guidelines** and call or email either the VALE Program Administrator or the VALE Grant Administrative Manager early, and often, when there are questions. This contact information is on the first page.
- **Comply with the VALE Grant Application format.**
 - A. **The 2018 grant application is only available via a link provided on the website of www.17vale.org**
All narrative questions have specified word limits to make the grant application writing, and Board reading, process smoother. ***Please be aware that this format does not allow for spell checking. We recommend typing the content of the application in a separate Microsoft Word document, then copy and paste the information into the application after spell checking and proof reading.***
 - B. Responses are limited to the space provided in the grant application. Documents are limited to what is required. The 17th Judicial District VALE Board will not consider any supplemental documents and / or information other than what has been required or is included in the grant application.
 - C. Grant applicants **MUST PROVIDE A RESPONSE TO EVERY QUESTION**. If a question is left blank, the ZOOMGrants system will not allow you to submit the grant application. There are questions in the BUDGET Section that require a numerical, not dollar sign, response. Simply enter the numerical response required.
 - D. **PAY ATTENTION TO THE SPACE AND INSTRUCTIONS PROVIDED FOR THE BUDGET NARRATIVE:** If you do not provide a complete, itemized and accurately calculated budget narrative for every line item requested for grant funding consideration, the grant application will be considered incomplete.

GRANT APPLICATION FORM

You may notice that throughout the grant application form, and these guidelines, there are repeated references to the *Grant Funded Project / Personnel*. The purpose of this wording is to highlight the **focus** of the grant application: ***Specific services*** to be funded, and / or to be provided by ***designated personnel***, to victims of crime ***in the 17th Judicial District*** as opposed to the wider scope of all services provided to victims by the agency in the 17th Judicial District or otherwise.

There are a select few questions in the grant application that are directed towards the grant applicant agency as a whole; these questions will contain the word AGENCY. The majority of the grant application is information focused on the Grant Funded Project / Personnel specific to the 17th Judicial District. The grant application may be for specific agency supplies and operating expenses and / or for designated personnel; in these cases, the “project” will be the services being provided that are linked to the supplies and operating expenses and /or that are being provided by the designated personnel. All goals, objectives, performance / victim impact measures and budget line items, including personnel, must correspond to one another and be limited to service delivery in the 17th Judicial District.

TO BEGIN:

1. Go first to the 17th Judicial District VALE website at: **www.17vale.org**
2. Click on **WHAT IS VALE** and select **PLANNING ON APPLYING FOR A VALE GRANT**– At the bottom there is a button that says “APPLY via ZOOMGRANTS” or use this link:

<http://zoomgrants.com/gprop.asp?donorid=2108&limited=439>
3. Create a **User ID and Password** unique for future access to your 17th Judicial District VALE grant application. Each grant applicant agency will be allocated **one User ID and Password**; if there will be multiple persons working on the application; ensure that everyone has access to this single User ID and Password.
4. You are ready to complete the **Application Summary** and **Pre-Application**.
5. **Complete the Application Summary. NOTE:**
 - The title that you assign to the Grant Funded Project / Personnel will be the title that will be utilized in the 2018 Contract Agreement, if funding is approved. Choose a title that accurately reflects the 17th Judicial District VALE Grant Funded Project / Personnel.
 - *You will need to determine the total amount of anticipated funds that you will be asking for BEFORE submitting the Application Summary.* Your final Grant Funded Project / Personnel budget should only differ slightly from the amount that you have listed here.
6. **Complete the Pre-Application. SUBMIT:**
After the Application Summary and Pre-Application is submitted, it will automatically be approved and you may begin working on the 2018 17th Judicial District VALE grant application.

APPLICATION SUMMARY

APPLICATION TITLE / PROJECT NAME

This is how the grant application will be referred to in subsequent correspondence and documents. Provide a name for project specifically being requested for 17th Judicial District VALE funding consideration.

AMOUNT REQUESTED

This amount is to be close to the same as the total amount calculated in the final grant application budget section for funding consideration.

ADDITIONAL CONTACTS FOR THIS APPLICATION

Please provide the ***name and email address of the Financial Officer*** in this section. The Financial Officer must be the same person that will be signing the grant application form submitted and required quarterly financial reports for any approved grant funds.

ACCOUNT INFORMATION

Please provide information for the ***Project Director*** in this section. The Project Director will serve as the main, and primary, contact person for purposes of questions and concerns that may come up during the funding period.

ORGANIZATION INFORMATION

Provide the following information:

- Address 1 is the address that all written notifications will be sent to, unless alternate arrangements are approved by the VALE Board.
- Address 2 is to be the physical address of the 17th Judicial District VALE Project, if different than the mailing address.
- The EIN is the same as the nine-digit Federal Employer Identification Number (FEIN) used by your finance department for filing and paying various withholding and social security taxes to the Internal Revenue Service (IRS).
- The CEO / Executive Director is the same person as the Agency Director, not the Authorized Official.

PRE-APPLICATION SUMMARY

The Pre-Application is for administrative use only. It allows the 17th Judicial District VALE administrative personnel to provide the VALE Board with preliminary data regarding past funding requests and current demographic information. Grant applicants are encouraged to review the Grant Application Form Guidelines on page 2 of this document when completing the Pre-Application Summary.

GRANT APPLICATION QUESTIONS

REMEMBER EVERY QUESTION MUST BE ANSWERED FOR THE GRANT APPLICATION TO BE CONSIDERED COMPLETE WHEN SUBMITTED.

1. **APPLICANT AGENCY DESCRIPTION**

Provide a brief, concise description of the grant applicant agency's purpose and capacity to ensure proposed grant funded services are delivered to victims of crime in the 17th Judicial District. This may include the agency's mission statement as it relates to direct services to victims and this project, the year of establishment, the types of clients currently being served, current services provided to victims of crime, the agency's area of expertise in regard to the proposed activities of the project, and the agency's organizational capability to manage the grant. The purpose of this question is to clearly and succinctly document the agency's willingness and ability to support the 17th Judicial District VALE Funded Project / Personnel including the effective service delivery and responsible management of VALE grant funds.

2. **STATEMENT OF GRANT FUNDED PROJECT/PERSONNEL VICTIM SERVICE NEED**

Using *local, factual data* to *identify and substantiate* the specific need(s) of crime victims in the 17th Judicial District that the grant funded Project / Personnel will address. The information provided in this response serves as a bridge connecting the Applicant Agency Description (question #1) and the Grant Funded Project/Personnel Request (question #3), and sets the stage for the project's goals, objectives and budget line item requests. In preparing this response, use ***current statistics involving the communities within the 17th Judicial District***. Please do not include national statistics - even statewide statistics have minimal relevance in responding to this question. Relevant statements from local authorities may be useful as may reference to connections with local initiatives and service providers. *If you are requesting funds for a new project, identify the other agencies in the community that are in agreement that this is a needed service.*

A complete response to Question # 2 will include:

- What specific services are needed;
- Who needs these services;
- What local, factual documentation (data) exists for the service(s) need and where did you find this data / documentation;
- How does / will the Grant Funded Project / Personnel impact the need(s) of crime victims in the 17th Judicial District?
- What is the reason(s) that your agency is the best or most logical organization to provide these services in the 17th Judicial District?

3. **GRANT FUNDED PROJECT / PERSONNEL REQUEST**

REQUIRED ATTACHMENT TO UPLOAD:

Agency classification and job description for each position being requested for VALE funding.

All Grant Funded Project/Personnel Goals, Objectives, Process and Victim Outcome Measures and Budget line items should be directly related to the information provided in the response to Question # 3.

This question is *not* asking for information regarding *all* victim services provided by the agency; it is *only* asking for information *specific* services requested for funding by 17th Judicial District VALE.

A complete response to Question # 3 will include:

- 1) Reason(s) the Grant Funded Project / Personnel is in compliance with (fits) the statutes and funding priorities that guide the decision making process of the 17th Judicial District VALE Board.
- 2) A clear and succinct description of exactly WHAT services are being provided WHERE / WHEN by WHO to WHOM and HOW (how much, how often, how delivered).

Follow the Arrows for a Successful Grant Application:

The What / Where / When / Who / Whom / How

→ becomes Grant Funded Goals and Objectives

→ identifies Budget line items.

EXAMPLES: VALE grant funds may be requested for the salary and benefits of one full-time victim advocate of a law enforcement victim services program. Therefore, the Grant Funded Project / Personnel request outlines ONLY the services to be provided by the one full-time victim advocate.

VALE grant funds may be requested to fund a portion of mental health expenses for a victim services agency. Therefore, the Grant Funded Project/Personnel Request outlines the services to be provided that require VALE funding of the supplies and operating expenses being requested.

Again, include in the response to Question #3:

- What services will be provided;
- Where will these services be provided;
- When will these services be provided;
- Who (Job title rather than individual's name) will be providing the services;
- Whom is receiving the services; and
- How are services being delivered? How many services? To how many victims?

4. 1st TIME GRANT REQUESTS

A 1ST time or new grant request is defined as a grant application for a Grant Funded Project / Personnel not previously funded by the 17th Judicial District VALE Board.

A complete response to Question # 4 will include:

- If services and/or personnel are currently being funded, identify the current funding source; explain why this funding source will no longer be available in the next fiscal year; explain the reason(s) 17th Judicial District VALE is the most appropriate funding source to assume the costs of this service/personnel
- If training and/or equipment is being requested, explain how the items are not routine, ongoing operating agency expenses and the reason(s) 17th Judicial District VALE is the most appropriate funding source to pay for these expenses.

5. CURRENT GRANT FUNDED PROJECT/PERSONNEL REQUESTS

Describe any Grant Funded Project/Personnel changes (services, personnel or budget line items) in this grant application for CALENDAR Year 2018 that are different from the current funding CALENDAR Year (2017).

For any increased funding requests, total or budget line item, the following must be included:

- Identify the specific change(s) being proposed.
- Identify the specific budget line item(s) to be increased.
- Provide a brief and concise justification for the increase that demonstrates the increase is directly related to achieving the goals and objectives of the Grant Funded Project / Personnel.
- Provide supportive, verifiable data that change(s) were based upon.
- Address reason(s) 17th JD VALE is the most appropriate source to fund changes.

6. GRANT FUNDED PROJECT / PERSONNEL PROJECT CATEGORIES

Please check all categories that apply to the Grant Funded Project / Personnel ONLY.

The order in which these categories are listed are for classification purposes only and do not reflect any priority which the Board may give to any grant application request when making funding determinations. Checking more categories, or which particular category is checked, will not place a grant application higher or lower for purposes of 17th Judicial District VALE funding consideration.

√ **VRA STATUTORILY MANDATED SERVICES**

Does the VRA statute mandate the agency to provide the services that requested for funding?

√ **VALE STATUTORY SERVICES**

Does the VALE statute include the service(s) requested for funding?

√ **GENERAL BASELINE SERVICES PROVIDED TO ANY POPULATION**

Are services part of a 24/7 law enforcement response or reflect similar accessibility?
Or does accessing services require an intake process and/or serve only a certain victim population such as domestic violence victims?

√ **INDIVIDUALIZED SERVICES PROVIDED IN ADDITION TO BASELINE and/or SPECIFIC POPULATION DESIGNATED**

Examples: Grant funds requested would be for expenses of operating rape crisis hotlines, providing mental health counseling for victims with mental illness, facilitating support groups for homicide survivors, etc.

√ **SYSTEMS IMPROVEMENT PROJECTS**

Example: Project / Personnel that will have multi-agency impact in the 17th Judicial District.
Grant funds requested are for Supplies and Operating expenses that will allow multi-disciplinary task force to conduct needs assessment with the goal of improving coordinated, countywide sexual assault response to victims.

√ **TRAINING FOR VICTIM SERVICES**

Example: In-state training expenses for personnel who provide direct services to victims through the agency's victim services program.

√ **EQUIPMENT FOR VICTIM SERVICES**

Example: Purchase costing more than \$1,000 for equipment that will be situated in the agency victim service program, directly linked to personnel providing direct services to victims, and directly linked to achieving the goals / objectives listed in grant application.

√ **TRAINING (OTHER)**

Example: Any in-state training for any personnel that is not in-state training expenses for personnel who provide direct services to victims through the agency's victim services program.

√ **EQUIPMENT (OTHER)**

Example: Purchase costing more than \$1,000 for equipment that will not be situated in the agency victim service program, is not directly linked to personnel providing direct services to victims, and is directly linked to achieving the goals / objectives listed in grant application.

QUESTIONS # 7 Through #18
GRANT FUNDED PROJECT/PERSONNEL GOALS AND OBJECTIVES

7. **Goal 1 and Objective 1A** have been pre-determined by the VALE Board pursuant to statutes and published funding priorities and are required for every grant application. If the grant applicant is requesting a project / personnel that will not address Goal 1 and Goal 1 A, please contact the VALE Program Administrator immediately before proceeding further with completing the grant application.

A. VICTIM

- 1) Victims: Primary and secondary victims
- 2) Primary Victim: The person against whom the crime was committed, except in the case of a person's death as a result of a crime where the primary victims are the survivors of the deceased. In domestic violence crimes, children of the primary victim are also considered to be primary victims.
- 3) Secondary Victim: Person other than the primary victim(s) receiving services because of their own reaction or needs directly resulting from a crime.
- 4) New Victim: Victim who is receiving services for the first time.

B. CALCULATING NUMBERS OF VICTIMS AND SERVICES

The number of victims to be served, crime type and services provided, by the Grant Funded Project / Personnel must reflect an unduplicated count.

- 1) An unduplicated count for *victim numbers* is calculated by estimating the number of new victims, by crime type, receiving Grant Funded Project / Personnel services during the twelve month grant funding period.
- 2) When a crime involves multiple offenses, choose the primary criminal act by which to identify *crime type*.
- 3) An unduplicated count for *type of services* being provided by the Grant Funded Project / Personnel is calculated by estimating the services that will be provided ONE VICTIM during a twelve month period. It is possible that multiple services (such as crisis intervention, follow-up, personal advocacy, criminal justice support) may be provided to a victim over the grant funding period. **The estimated number of services will generally be greater than the estimated number of victims to be served.**

For a listing of applicable crimes that are considered eligible for VALE funded project assistance refer to the Victim Rights Act, C.R.S. Section 24-4.1-302.5.

8. **Other victims to be served that were not listed in Question 7, Objective 1A.**

9. **OBJECTIVE 1 B:** Identify the total estimated number of victims by service type to be provided by the Grant funded Project/Personnel. *The number of services to be provided are to be related to the answer in #3 describing the Grant Funded Project/Personnel, to the Budget line items requested and justifications / calculations provided in required Budget Narrative.*

10. Identify the total estimated number of victims by service type to be provided by the Grant funded Project/Personnel as outlined in Section 24-4.2-101(4) C.R.S. (VALE Statute) *The number of services to be provided are to be related to the answer in #3 describing the Grant Funded Project/Personnel, to the Budget line items requested and justifications / calculations provided in required Budget Narrative. This is a continuation of Objective 1 B. Below are the definitions for the types of services.*

TYPES OF SERVICES, INCLUDE but are not limited to:

Assistance Completing Victim Compensation Application: Refers to assisting the victim in completing the compensation application. This is more than writing down the case number and handing an application.

Assistance in Completing Criminal Justice Forms: Refers to assisting the victim in completing criminal justice forms such as Victim Impact Statements, letters to the court, or restitution forms. This is more than just handing out a form.

Assistance with Emergency Financial Resources (outside Agency): Refers to providing assistance in getting emergency financial support through witness protection, Catholic Charities, COVA or other programs (not your own).

Civil Legal Information, Support & Advocacy: Refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions directly related to a crime as identified by Colorado Revised Statutes. Does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, dependency and neglect petitions that do not arise out of a criminal incident, etc.

Community Referrals: Refers to providing referrals to victims of appropriate community resource. This is providing information only and not assisting in securing the services. **Application Assistance with Community Referrals:** Refers to assisting victim in completing forms for community assistance. This could be assisting with Address Confidentiality, housing assistance forms, TANF, UVISA etc. This is more than just providing phone numbers for assistance.

Crime Scene Response: Refers to in-person crisis intervention, emotional support, guidance and information provided by advocates, counselors, mental health professionals, or peers at the scene of the crime and/or immediately after a crime.

Criminal Justice Information, Support & Advocacy: Refers to support, information, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support. **Coordination of Safety during the Criminal Justice Process:** Refers to the coordination of services to address any safety concerns by the victim. This could include providing a secure waiting area, provisions for safety during court hearings or interviews, assistance with protection from threats or intimidation.

Crisis Hotline Assistance: Refers to telephone crisis intervention, emotional support, guidance and information provided by advocates, counselors, mental health professionals, or peers.

Employer/Creditor Intercession: Refers to providing assistance to victims with their employer when needing to attend interviews, court appearance, medical or mental health appointment or other required attendance

Follow-Up Contact: Refers to victim contacts, including: in-person contacts, telephone contacts, and written communications with victims to offer emotional support, counseling, provide empathetic listening, check on a victim's progress, etc.

Forensic Exams: Refers to providing forensic exams to victims of crime. This could be SANE exams or other forensic exams used in other types of crime, ie Child Abuse or Domestic Violence.

Group Counseling: Refers to providing counseling in a group setting.

Hospital/Clinic/Medical Response: Refers to providing advocacy services at a hospital, clinic or medical facility to victims of crime.

Individual Counseling: Refers to professional psychological and/or psychiatric treatment for individuals, arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Language Services/Translation: Refers to providing assistance to victims of crime whose primary language is not English. This includes providing assistance through a language line, interpreter or staff person.

Non-Routine Law Enforcement Personnel: Refers to employees of a Law Enforcement agency whose primary work assignment is not part of victim services and is not providing direct services to victims.

Non-Routine Law Enforcement Equipment: Refers to equipment for law enforcement that will directly impact services to victims of crime.

Non-Routine Law Enforcement Training: Refers to training not typically provided to law enforcement that will directly impact the services or handling of crime victims.

Property Retrieval: Refers to providing victims the assistance in getting back their personal property after a crime has occurred. This could include the successful retrieval or even an attempt that is not successful due to the prosecution or investigation unwilling to release property.

Shelter/Safehouse Services: Refers to providing short-term housing and related support services to victims and families following a criminal victimization.

Special Advocate Services: Refers to providing special advocate services to crime victims. This would be CASA advocates, etc.

Telephone Lines for Victim Assistance: Refers to the cost of a phone line in order to provide victim assistance. This is only used if you are asking for money to support the agency phone line.

Transitional Housing: Refers to providing services to victims with long-term housing and related support services to victims and families following a criminal victimization. This does not include providing referrals for transitional housing.

11. OTHER SERVICES not previously listed in #9 and #10.

List the service(s) and the number of victims to be served.

Are there other specific service(s) to be provided by Grant Funded Project/Personnel that assure the implementation of crime victim rights pursuant to the VRA and/or addressed in the VALE Statute.

This is for any services to be provided by the Grant Funded Project/Personnel that were not listed in Questions 9 & 10 for Objective 1B.

HELPFUL INFORMATION ABOUT DETERMINING GOALS AND OBJECTIVES

GOALS: *Clear, general statements describing what is the intended outcome that will result from providing grant funded services.* The intended outcome may be changes in a victim's life, changes in community resources available, etc. The goals for the Grant Funded Project / Personnel must directly relate to the information provided in Question # 3 (GRANT FUNDED PROJECT/PERSONNEL REQUEST) and to the funds being requested in the BUDGET section of the grant application. **Goals are limited to a maximum of three, with no more than two objectives for each goal.**

Complete Goals in Question #13 and # 16 will include:

- 1) Relation to one or more of statutory services considered priority funding for the 17th Judicial District VALE Board. Copies of state statutes related to these funds are available on the Colorado State Government web page at: www.state.co.us click on Government then Colorado Constitution and Statutes then Colorado Revised Statutes C.R.S.

- 2) Reference to victim impact (outcome) directly related to the Grant Funded Project / Personnel request. A goal including a victim impact outcome will describe the change in a victim, or the victim's life, as a direct result of the project's services or activities. This change may be in behavior, attitude, knowledge, status, skill or condition. **The victim impact outcome mentioned in the goal will be the same victim impact outcome used when answering Question # 27.** Refer to "2018 VALE GRANT AWARD VICTIM OUTCOME MEASURES" in the Grant Guidelines Appendix for more information regarding victim outcome measures. Following are some samples of victim impact(s) related to a project goal provided for your reference as well:

Sample Victim Impact Outcome(s) Related to Grant Funded Project / Personnel Goals:

- SAFETY: Victims report that they feel safer and more protected because of the services and information provided by the 17th Judicial District VALE Project / Personnel.
- HEALING: Victims report that that they know more about what emotions they may have after the crime because of the information and /or resources provided by the 17th Judicial District VALE Project / Personnel.
- JUSTICE: Victims report that they know more about how the criminal justice system works because of the information provided by the 17th Judicial District VALE Project / Personnel.
- RESTITUTION: Victims report that they were informed of how to apply for Crime Victim Compensation because of the 17th Judicial District VALE Project / Personnel.

Here are some samples of how a Victim Impact Outcome is included in a goal:

Sample Victim Impact (outcome) Included in a Project Goal:

Non-Profit Agency Project

GOAL 1: The DV Project will provide direct services to address the immediate safety needs of domestic violence victims in the 17th Judicial District.
(SAFETY outcome)

Law Enforcement Agency Project

GOAL 1: The Victim Assistance Program will provide direct services to ensure that victims in this area (municipality (ies), county) are informed of their rights and resources.
(JUSTICE outcome)

Systems Improvement Projects

GOAL 1: The multi-disciplinary Crime Victim Task Force will work to improve a coordinated community response in the 17th Judicial District's response to adult sexual assault victims.
(SAFETY / HEALING / JUSTICE outcome(s))

Training or Equipment

GOAL 1: To provide equipment / technical assistance / support and / or training to victim service providers, criminal justice professionals, community based allied professionals, to improve the quality of direct services and /or increase direct services provided to victims of crime in the 17th Judicial District.
(SAFETY / HEALING / JUSTICE / RESTITUTION outcome(s))

OBJECTIVES: State specifically what will be done, by who, by when, and the method of measurement. Include words and timelines such as: To increase * by *; To decrease * by *; To reduce * by *. If the objective is not quantified with a numeric value, it must be able to be measured by a "Yes" or "No" response. The objectives for the Grant Funded Project / Personnel must directly relate to the goal it is listed under, to the information provided in Question # 3 (GRANT FUNDED PROJECT / PERSONNEL REQUEST) and to the funds being requested in the BUDGET section of the grant application.

Complete Objectives in Questions #14, #15 and #17, will include:

- 1) Specific time frames for accomplishing each objective during the twelve month funding period.
- 2) A definitive number of crime victims who will be provided direct services per crime type. Refrain from using the words “at least” or providing a range (100 – 200) as the number of crime victims to be provided services *will be a definitive number* used in the Contract Agreement.
- 3) Type of direct services to be provided by the project.
- 4) Number of persons to be trained, and the relation to direct victim services (if funds are requested to provide or attend training(s).)
- 5) The specific equipment to be purchased, who the equipment will be used by, and the relation to direct victim services (if funds are requested for equipment purchase(s).)
- 6) Specific services being provided to underserved and /or underrepresented populations.
- 7) Culturally responsive measures that will be a part of, or will be addressed.
- 8) Collaborative efforts with other agencies / organizations to provide direct services.

Sample Goals and Objectives

Non-Profit Agency Project

GOAL 1: The DV Project will provide direct services to address the immediate safety needs of domestic violence victims in the 17th Judicial District.

OBJECTIVE 1: The volunteer program supervisor will assist in the recruitment, screening and on-going supervision of five volunteers who will provide direct services to 150 women and 95 children by the end of the 12 month funding period.

OBJECTIVE 2: The legal advocate will assist 75 women to obtain protection orders by the end of the 12 month funding period.

OBJECTIVE 3: Eighty percent (80%) of women assisted with protection orders will report being more informed about their options regarding safety by the end of the 12 month funding period.

Law Enforcement Agency Project

GOAL 1: The Victim Assistance Program will provide direct services to ensure that victims in this area (municipality (ies), county) are informed of their rights and resources.

OBJECTIVE 1: The Victim Assistance Program Coordinator / volunteers will provide on-scene crisis intervention to 350 victims of VRA crimes by the end of the 12 month funding period.

OBJECTIVE 2: The Victim Assistance Program Coordinator will maintain two volunteers to provide on-call translation to 35 mono-lingual crime victims of VRA crimes by the end of the 12 month funding period.

OBJECTIVE 3: Seventy five percent (75%) of victims who received on-scene crisis intervention services reported having an understanding about the rights and resources available to them.

Systems Improvement Projects

GOAL 1: The multi-disciplinary Crime Victim Task Force will work to improve a coordinated community response in the 17th Judicial District’s response to adult sexual assault victims.

OBJECTIVE 1: The Task Force will review current statistical data, field research and best practice literature related to a coordinated, community response for adult victims of sexual assault crimes to create policies and

procedures addressing best practice response for the multi-disciplinary Task Force in the 17th Judicial District by the end of the 12 month funding period.

OBJECTIVE 2: The Project Coordinator will facilitate monthly meetings of the multi-disciplinary Sexual Assault Crime Team to review approximately 36 adult sexual assault cases that occurred in the 17th Judicial District to determine how effectively established policies and procedures were implemented and implementation outcome.

OBJECTIVE 3: Fifty percent (50%) of adult sexual assault victims in cases that are reported to law enforcement after the start of the monthly multi-disciplinary meetings will report an increased knowledge about how the criminal justice system works.

Training or Equipment

GOAL 1: To provide equipment / technical assistance / support and / or training to victim service providers, criminal justice professionals, community based allied professionals, to improve the quality of direct services and /or increase direct services provided to victims of crime in the 17th Judicial District.

OBJECTIVE 1: The Project Director will organize a one-day workshop to provide training on the investigation and prosecution of domestic violence and sexual assault cases to 30 advocates, 30 law enforcement officers, 30 perpetrator treatment providers and 30 prosecutors by the end of the 12 month funding period.

OBJECTIVE 2: The Project Director will facilitate purchase of twelve cell phones with pre-paid minutes to provide to 35 domestic violence victims as part of a safety plan during the 12 month funding period.

OBJECTIVE 3: Ninety percent (90%) of victims who received cell phones reported feeling safer because of having the cell phone available.

18. GRANT FUNDED PROJECT/PERSONNEL VOLUNTEER SERVICES

Indicate if the Grant Funded Project/Personnel services utilize volunteers and /or interns.

19. PERCENTAGE OF GRANT FUNDED SERVICES BASED ON TOTAL AGENCY VICTIM SERVICES

Example #1:

Percentage of Grant Funded Project / Personnel Services = 25%

Calculated as follows:

Grant Funded Project/Personnel Request is for 25% of one forty hour / week advocate.

- Total services advocate is providing to agency = 40 hours
- Grant funded services to be provided = 10 hours week.

Example #2

Percentage of Grant Funded Project / Personnel Services = 10%

Calculated as follows

Grant Funded Project/Personnel Request is for 10% of rent for counseling services space.

- Total rent for 100% of counseling services space for 40 hours per week offered by agency = \$8,400
Calculated at \$700 per month rent x 12 months)
- Grant funded services to be provided = 10 hours week

20. GRANT FUNDED PROJECT/PERSONNEL SERVICE DELIVERY CHALLENGES

Identify possible challenges that may be reasonably anticipated, or that currently exist, that may impact the delivery of grant funded service(s). Outline possible way(s) grant funded project / personnel may address each challenge identified.

Example: Based upon factual data documenting need for shelter services for 200 woman, requests for services may exceed what the .50 grant funded position can responsibly handle for the 120 women projected to be served. To address: Grant funded personnel will establish collaborative relationships with other victim shelter service programs in area to coordinate delivery of emergency shelter services that exceed .50 grant funded personnel response capacity.

21. UNDERSERVED / UNDERREPRESENTED POPULATIONS

All applicants are expected to demonstrate an awareness of the need for, and the capacity to address, services to the underserved and underrepresented populations in the 17th Judicial District. Describe the underserved/underrepresented populations of crime victims to be served by the Grant Funded Project / Personnel request.

Underserved / underrepresented populations are defined as individuals who by virtue of language, ethnicity, race, culture, disability, age, sexual orientation, or geographic location may require special or different accommodations in order to access services.

A complete response to Question # 21 will include:

- Cite the source of information that was the basis for identifying the underserved/underrepresented population(s) in the 17th Judicial District to be provided Grant Funded Project / Personnel services.
- Provide the percentage of underserved/underrepresented population(s) of crime victims that will be served by the Grant Funded Project / Personnel.
- Describe specific service(s), or service delivery methods, targeted for the percentage of underserved/underrepresented population(s) identified.

Example: Data obtained from the Adams 12 School District website reflects that 200 children report witnessing incidents of domestic violence in 2009. The Grant Funded Project / Personnel request will provide 10% of services to children who witness domestic violence. Services include counseling referrals and a coloring book that will be given to child witnesses after law enforcement responds to a domestic violence crime.

22. GRANT FUNDED PROJECT/PERSONNEL CRIME VICTIM COMPENSATION SERVICES

Colorado Revised Statute 24-4.1-100. Identify all Grant Funded Project / Personnel services that would also be eligible for payment from the Crime Victim Compensation. *For questions concerning the 17th Judicial District Crime Victim Compensation Program, contact Lisa Mayer, 303-835-5562.*

23. GRANT FUNDED PROJECT/PERSONNEL CRIME VICTIM COMPENSATION SERVICES

Check all services that apply related to the Grant Funded Project / Personnel services, and include the anticipated amount of 17th Judicial District Crime Victim Compensation funds anticipated to be received during Fiscal Year 2017 for these services.

24. GRANT FUNDED PROJECT / PERSONNEL PROCESS EVALUATION

PERFORMANCE MEASURES are used to ensure that 17th Judicial District VALE grant funds are being utilized as approved by the 17th Judicial District VALE Board to provide direct services to victims of crime.

Process evaluation addresses: ***HOW did the Grant Funded Project / Personnel successfully accomplish stated goals and objectives?***

Provide an outline specifying how the agency will track, report the use of ONLY Grant Funded Project / Personnel services to be provided in the timelines set forth in the goals and objectives of Questions #7 through #17. Collecting and reporting this data provides an opportunity for the VALE Board and the agency to monitor and evaluate the progress of grant funded project/personnel services. It also provides both the VALE Board and the agency concrete justification to modify or change objectives if necessary during the funding time period.

A complete response to Question # 24 will include:

Outline of data tracking, reporting and use will reflect:

- Who will be collecting what data and when;
- How the data will be maintained and by whom;
- How will use the data be used by the agency to determine progress of Grant Funded Project / Personnel goals and objectives.

Required data to track, report and use reflect:

- Number and type of specific services provided by the Grant Funded Project / Personnel.
- Number of crime victims served by the Grant Funded Project / Personnel.
- Who performed what function(s) or provided what service(s) of the Grant Funded Project/Personnel.
- The time frame in which Grant Funded Project / Personnel services were provided to crime victims.

Sample Process Evaluation Outline

Non-Profit Agency Project

GOAL 1: The DV Project will provide direct services to meet the immediate safety needs of domestic violence victims in the 17th Judicial District.

OBJECTIVE 1: The volunteer program supervisor will assist in the recruitment, screening and on-going supervision of five volunteers who will provide direct services to 150 women and 95 children by the end of the 12 month funding period.

PROGRAM / PROJECT DATA OUTPUT COLLECTION & EVALUATION PROCESS of OBJECTIVE 1:

- The Volunteer Program Coordinator will require each trained volunteer to complete a service tracking sheet that will identify each woman and child that received services during their volunteer shift.
- The tracking sheets will be submitted to the Volunteer Program Coordinator each month to be entered into a database case management program.
- The Volunteer Program Coordinator will prepare and provide a monthly statistical report to be provided based upon the volunteer service tracking sheets to the Agency Director.
- The Agency Director and Volunteer Program Coordinator will review the cumulative quarter data to determine if VALE grant funded objectives are being, identify challenges or problems, identify corrective strategies and /or prepare a written request to the VALE Board to modify objectives.
- Cumulative monthly statistical data will be prepared and a written report submitted to the VALE Board in the same summary report format as provided to the Agency Director each month.

25. GRANT FUNDED PROJECT/PERSONNEL VICTIM IMPACT

Documented contact with victims specifically to assess if grant funded services have been beneficial is required by the 17th Judicial District VALE Board unless specifically waived.

For the purposes of 17th Judicial District VALE funding, victim impact outcome(s) are categorized as:

SAFETY

HEALING

JUSTICE

RESTITUTION

The purpose of identifying and measuring victim impact outcome(s) is to assess the discernable difference Grant Funded Project/Personnel services directly have for a crime victim as reported by the crime victim.

Victim impact outcomes examine *the change* victims experience as a result of the program / project services or activities. Refer to “2018 VALE GRANT AWARD VICTIM OUTCOME MEASURES” in the Grant Guidelines Appendix for more information regarding victim outcome measures.

Information regarding victim impact outcomes connect the hours of work performed by Grant Funded Project Personnel (effort) to concrete changes in people’s lives (results). Information regarding victim impact outcomes also assists the agency in creating services for crime victims that are evidence-based. Data regarding victim impact outcomes can also be used to provide a justifiable reason(s) of continued and / or expanded Grant Funded Project/Personnel services.

REQUIRED ATTACHMENTS TO UPLOAD: *Victim Impact Outcome random sampling from first six month 2017 VALE funding period (continuation applications only) OR random sampling of client satisfaction surveys for first six months of 2018.*

A complete response to Question # 25 will include

- Identifying specific **intended** impact outcome(s) to be experienced by crime victims as result of achieving each grant funded goal.
- Victim impact outcome(s) given in Question #25 should be the same victim impact outcome(s) included in the each grant funded goal(s) given in Questions #13 and #16.
- Describe how information regarding impact outcome(s) will be obtained directly from crime victims for each grant funded goal.

Sample Victim Outcome Measures

Non-Profit Agency Project

PROBLEM STATEMENT: Domestic Violence victims experience a delay in getting information regarding safety planning because of a lack of knowledge about available resources and coordination of services in the 17th Judicial District.

GOAL 1: The DV Project will provide direct services to meet the immediate safety needs of domestic violence victims in the 17th Judicial District.

VICTIM IMPACT MEASURES (outcomes) of GOAL 1:

Client survey using a 5 point scale (“Strongly agree to strongly disagree”); staff documentation of follow-up contact with clients regarding client’s use of resources provided; staff notes regarding client’s needs expressed upon initial contact and records of referrals and services offered to meet needs; reliable symptom assessment, etc.

26. GRANT FUNDED PROJECT / PERSONNEL MANAGEMENT PLAN: PROJECT DIRECTOR

REQUIRED ATTACHMENT TO UPLOAD: *Copy of Project Director’s resume*

Provide the name, title and position of the person responsible for the direct and daily administration and/or oversight of Grant Funded Project services and /or Grant Funded Personnel. This person must

be the same person who signs as Project Director on the Certified Assurances for the grant application and a person different than the Financial Officer named in Question #27.

27. GRANT FUNDED PROJECT / PERSONNEL MANAGEMENT PLAN: FINANCIAL OFFICER

Provide the name, title and position of the person responsible for tracking the receipt and reporting the expenditures of the Grant Funded Project/Personnel. This person must be the same person who signs as Financial Officer on the Certified Assurances for the grant application and a person different than the Project Director named in Question #26.

28. GRANT FUNDED PROJECT / PERSONNEL VICTIM SERVICE OUTREACH

Identify the website address and link that provides a description of Grant Funded Project / Personnel services for crime victims in the 17th Judicial District.

29. GRANT FUNDED PROJECT / PERSONNEL VICTIM IMPACT SERVICE COLLABORATION:

The 17th Judicial District VALE Board strongly encourages both agency personnel who provide services that are grant funded and grant funded personnel to develop and maintain meaningful working relationships with both governmental and non-profit victim assistance agencies that provide crime victims in the 17th JD similar services, or serve the same populations. Information regarding cooperative and collaborative efforts between agencies, organizations, programs and projects that serve victims in the 17th Judicial District, particularly between those agencies receiving VALE grant funds, is routinely gathered and utilized by the Board in making funding determinations.

A complete response to Question # 29 will include

- List the name of agency(ies) serving the same population(s) in the 17th Judicial District targeted by the Grant Funded Project / Personnel. The agencies listed here as collaborative partners will be providing services for same areas of Safety, Healing, Justice and/or Restitution identified in the Grant Funded Project/Personnel Goals and Objectives.

SAFETY example: The Grant Funded Project/Personnel is a law enforcement agency advocate. Goal # 2 is to provide victims information that will help increase their safety. Alternatives to Family Violence will assist in providing victims with safety planning beyond the initial crime reported.

HEALING example: The Grant Funded Project/Personnel is for a percentage of 24 hour telephone crisis expenses. Project Goal #2 is to increase a sexual assault victim's knowledge about options regarding reporting to law enforcement. The Victim Services Unit of the Brighton Police Department will assist in providing victims with information for sexual assault crimes that occur in the city of Brighton.

JUSTICE example: The Grant VALE Funded Project/Personnel is for a district attorney office volunteer program. Project Goal #2 is to inform a crime victim of their statutory rights, including the right to be provided post-disposition case notification. The 17th Judicial District Probation Department Victim Services Unit will conduct follow-up contact with a victim when provided the name and contact information regarding post-disposition case notification if the defendant was sentenced to probation.

RESTITUTION example: The Grant Funded Project/Personnel is for a non-profit community based victim services advocate to provide support, assistance and information to a crime victim with special needs. Project Goal #2 is to assist a crime victim with tangible assistance, i.e. emergency funds. COVA Emergency Fund will be accessed for those needs that are beyond the scope of the agency.

- Identify collaborative procedures / policies established with each agency listed corresponding to Grant Funded Project / Personnel services(s) for the victim impact outcome(s) identified in the goals (Questions #7, #13 and #16) and identified in Question #25.

- Provide information about specific referral processes, interagency agreements, Memorandums of Agreement or Understanding that are linked to the specific services to be provided and identified in the grant funded goals and objectives, Questions #7 through #17.
- If there are not established working relationships with agencies serving the same population(s) as the Grant Funded Project / Personnel is serving, explain how and when these collaborative responses will be developed within the twelve month funding period. *While new applicants may not have as many working relationship in place as funding continuation applicants it is expected that steps towards developing these relationships will be demonstrated prior to the commencement of funding or during the first quarter and continue throughout the duration of the grant period.*

30. AGENCY CULTURAL RESPONSIVENESS

Describe agency efforts to effectively work with, and deliver services to, the diverse cultural communities of the 17th Judicial District. Identify specific culturally responsive components of the Grant Funded Project / Personnel that may be included in any Goals / Objectives.

A complete response to Question # 30 will include:

- How does the membership of the agency Board of Directors reflect the diverse cultures / ethnicities of the 17th Judicial District?
- How does the agency personnel providing Grant Funded Project / Personnel services reflect the diverse cultures / ethnicities of the 17th Judicial District?
- How will the Grant Funded Project/Personnel services increase awareness of the needs and / or serve crime victims with diverse cultures / ethnic backgrounds?

31. AGENCY VICTIM SERVICES PROGRAM TOTAL BUDGET AMOUNT (FY2014)

Please provide the total amount of the grant applicant agency's entire anticipated victim services budget for Calendar Year 2018 (January 1 through December 31, 2018). This figure is to include 17th Judicial District VALE funds being requested. This figure may not necessarily represent the agency's entire budget, if the victim services program is only one component of the services offered by an agency. *Waived for governmental agencies.*

32. GRANT FUNDED PROJECT / PERSONNEL AGENCY FUNDING

Provide the approximate percentage that the Grant Funded Project/Personnel request is of the agency's total anticipated victim services budget for the next Calendar Year (January 1 through December 31, 2018).

Example:

Grant Funded Project/Personnel request is 10%.

Calculated as follows:

Grant Funded Project/Personnel request is for \$10,000;

Agency total victim services budget is \$100,000.

33. GRANT FUNDED PROJECT / PERSONNEL FUNDING DIVERSIFICATION

Identify other revenue sources for the Grant Funded Project services and /or Grant Funded Personnel that have been, or will be, explored in addition to 17th Judicial District VALE grant funds. Include information regarding the outcome of efforts to obtain other funding for the Grant Funded Project / Personnel.

34. GRANT FUNDED PROJECT / PERSONNEL FUTURE FUNDING

Please indicate if the grant applicant agency plans on requesting 17th Judicial District VALE funding for this same Grant Funded Project/Personnel beyond the 2014 Fiscal Year.

35. GRANT FUNDED PROJECT / PERSONNEL SUSTAINABILITY PLAN

If the answer to Question #34 is “Yes” or “Most Likely” outline a funding sustainability plan for the Grant Funded Project / Personnel for the 2018 Calendar Year. Include specific non-17th Judicial District VALE funding revenue sources which will be sought. Many state and federal grant funding sources, including 17th Judicial District VALE, may not be available as the primary or sole funding source of project / personnel beyond a two to three year period. *The response of “We will continue to look for alternative sources of support” will be considered an inadequate response by the 17th Judicial District VALE Board in making funding determinations for 2018.*

A complete response to Question # 35 will include (as applicable):

- Has the grant applicant agency considered including all or part of the Grant Funded Project / Personnel in the agency budget?
- Does the Grant Funded Project / Personnel have a fee-for service potential to offset project/personnel expenses?
- Are there third-party payers with whom the agency might contract with to subsidize Grant Funded Project / Personnel services?
- Does the grant applicant agency have a profitable service or activity that can be expanded to cover all or a portion of the costs to provide Grant Funded Project / Personnel services?
- Has or is the grant applicant agency planning new or expanded fund-raising efforts for some or all of the costs of the Grant Funded Project / Personnel position(s)?
- Has or is the grant applicant agency applying for membership in some federated fund-raising effort such as the United Way for some or all of Grant Funded Project/Personnel expenses?
- Is there another organization that could assume some financial responsibility for all or part of the services provided by the Grant Funded Project / Personnel in a collaborative effort with the agency? For example, if the Grant Funded Project / Personnel offer training and educational services to a school district, might these expenses be incorporated into the school districts future budgets?

NOTE: If the Grant Funded Project / Personnel will terminate at the end of 2018, or the agency will not be seeking 17th Judicial District VALE funds beyond 2018, then the appropriate response to Question #35 is “Not applicable” or “N/A”.

36. AGENCY VICTIM RIGHTS ACT RESPONSIBILITIES

Indicate whether the agency is identified in the VRA statute as an agency that must provide statutorily mandated services outlined in the VRA. These mandated services apply to law enforcement agencies, a state prosecutor’s office, state judiciary, state probation department, detention or department of corrections facilities.

37. AGENCY VICTIM SERVICES VICTIM RIGHTS ACT TRAINING

All 17th Judicial District VALE grantees are required to provide victims with information regarding their rights as a crime victim pursuant to Colorado law. If you are unfamiliar with the Colorado Constitutional Amendment Regarding Victims Rights (VRA), or wish further information, please contact the Victim Rights Act Specialist at the Colorado Division of Criminal Justice at 303 239-4497.

38. AGENCY VICTIM RIGHTS ACT TRAINER

All 17th Judicial District VALE grantees are required to be trained on an annual basis regarding the components of the VRA. *You are strongly encouraged to have this training conducted by someone who has the most up-to-date knowledge and expertise regarding the VRA.* For information regarding trainers, contact the Victim Rights Act Specialist at the Colorado Division of Criminal Justice, 303 239-4497 or the Colorado Organization for Victim Assistance at www.coloradocrimevictims.org / 303 861-1160

39. AGENCY RESILIENCY RESOURCES FOR VICTIM SERVICE PERSONNEL

The 17th Judicial District VALE Board is committed to ensuring the sustainability of professionalism of victim service providers.

40. AGENCY RESILIENCY RESOURCES

Question #40 addresses how the grant applicant agency addresses the unique stress experienced by paid victim service program personnel and volunteers by asking for a brief outline of the specific policies / procedures / programming in place, or to be put into place, that addresses the unique stress experienced by paid victim service program personnel and volunteers.

41. AGENCY VICTIM SERVICES CRIME VICTIM COMPENSATION TRAINING

All 17th Judicial District VALE grantees are required to provide victims with information regarding the eligibility requirements and program parameters of the Colorado Crime Victim Compensation (CVC) Program pursuant to Colorado law unless this requirement is waived specifically by the 17th Judicial District VALE Board. For current grant applicants, a waiver of this requirement will be on file if applicable to your agency; if there are questions regarding a waiver for this requirement, contact the VALE Program Administrator.

42. AGENCY VICTIM SERVICES CRIME VICTIM COMPENSATION TRAINER

All 17th Judicial District VALE grantees are required to be trained on an annual basis regarding the components of the CVC Program *by a person that administers a local CVC Program and is aware of the CVC program services as provided in the 17th Judicial District.*

If you are unfamiliar with the CVC Program, or you need contact information regarding a local CVC program administrator, you may contact Lisa Mayer, LCSW, and CVC Program Coordinator for the 17th Judicial District at lmayer@da17.state.co.us / 303 835-5562.

BUDGET

Read very carefully and follow ALL instructions provided for completing the grant application budget section.

Funding determinations for Grant Funded Project / Personnel line budget line items will be based upon the justifications and calculations provided by the grant applicant agency in the Budget Narrative.

It is critical that the information in this section be carefully reviewed *before submitting the completed grant application*. Grant applicants will not be afforded an opportunity to address inaccuracies in calculations or incomplete responses.

FUNDING SOURCES / REVENUES

- This includes **ALL funding revenue sources** of the **grant applicant agency** for victim services.
- **For governmental agencies:** Information regarding ALL revenue sources for the Grant Funded Project / Personnel is required. This includes all other grants funds being received, to be requested or that have been requested.

2017 FUNDS RECEIVING

List all 2017 sources of revenue for all victim services of the grant applicant agency.

2018 FUNDS REQUESTING

List all 2018 sources of *anticipated revenue* for all victim services of the grant applicant agency.

PERCENTAGE (%) OF 2018 AGENCY SERVICES ACCORDING TO FUNDING SOURCE

Identify the *percentage* of agency victim services personnel and / or direct victim services anticipated to be funded in 2018 by each revenue source listed.

Example: Commissioners funding 3 FTE Victim Advocates FY 2014 = 30%

NUMBER (#) OF 2018 AGENCY PERSONNEL FUNDED

Identify the *number* of agency personnel anticipated to be funded in 2018 by each revenue source listed.

Example: Commissioners funded 3 FTE FY 2014 = 3 FTE

2018 FUNDING INCREASE / DECREASE

Provide dollar amount of anticipated 2018 funding increase OR decrease for each revenue source listed.

FUNDING USES / EXPENSES

- This includes ALL line items being requested for 17th Judicial District VALE Grant Funded Project / Personnel.
- The grant application budget section provides **five budget category subheadings** for all 17th Judicial District VALE grant expenses.
- If a line item for the Grant Funded Project / does not fit into one of the five budget category subheadings listed, *please contact the VALE Program Administrator or Grant Administrative Manager before submitting the grant application*
- All line items must be specific, and limited to, the Grant Funded Project/Personnel.
- For each line item, *Actual 2018 GRANT BUDGET EXPENSE = Total Expense* of that specific line item for January 1, 2018 through December 31, 2018.
- The columns provided are the cumulative total of all expenses in each category. You are required to list separately each line item for the cumulative total of a category expense in the Budget Narrative.

Example: Supplies and Operating = \$1,000

FUNDING USES / EXPENSES CATEGORIES

PERSONNEL: Salaries / Benefits

Grant Funded Personnel only.

SUPPLIES AND OPERATING

Line items that are directly related to achieving Grant Funded Project / Personnel Goals and Objectives.

IN-STATE TRAINING / TRAVEL

Line items that are directly related to achieving Grant Funded Project / Personnel Goals and Objectives.

PROFESSIONAL SERVICES / CONSULTANT

Line items that are directly related to achieving Grant Funded Project / Personnel Goals and Objectives. This category refers to contractors, not agency employees. It may also apply to providers of direct victim services that require licensure practitioners for specialized services, for instance, mental health treatment.

EQUIPMENT

Line items that are directly related to achieving Grant Funded Project / Personnel Goals and Objectives.

BUDGET NARRATIVE

Line items that have not been adequately justified and /or lack clear calculations may not be fully funded and/or are not directly related to the Grant Funded Project / Personnel Goals and Objectives may be denied full funding.

- Budget Narrative categories reflect the same five category subheadings as the Funding Uses / Expenses section.
- Every line item expense requested in the total of each category subheading requires a corresponding justification and explanation of calculation in the Budget Narrative.
- Information in the Budget Narrative must demonstrate how each line item is directly related, or corresponds, to the Grant Funded Project / Personnel Goals and Objectives listed #7 through #17 of the grant application.
- The Budget Narrative must include the calculations used for each line item.

Example #1:

Grant Funded Personnel Salary Request is \$ 6,000

Calculated as follows:

One Full-Time Advocate Total Annual Salary Expense = \$20,000
 $\$20,000 \times .30 = \$6,000$

Example #2:

Grant Funded Project Supplies and Operating
Request for Office Supplies is \$2,000

Calculated as follows:

Total agency direct victim services office supplies expenses = \$10,000
 $\$10,000 \times .20 = \$2,000$

- The Budget Narrative must justify the reason(s) each line item is necessary to achieve the Grant Funded Project / Personnel Goals and Objectives listed #7 through #17 of the grant application.

Example #1:

One full-time advocate will designate 12 hours / week (30%) to provide direct services to 120 victims as outlined in Objectives 2A and 2B.

Example #2:

20% of Grant Funded Project services are designated for victims from the 17th Judicial District that will be provided as outlined in Objectives 2A and 2B.

- Verify that the total of all line items equals the total entered in the FUNDING USES / EXPENSES Section.
- **INCREASED FUNDING JUSTIFICATION:**
This includes a full explanation outlining the reason(s) 17th Judicial District VALE is the appropriate funding source for any line item increase being requested. Any increase from the current funding period approved budget for the Grant Funded Project / Personnel must be provided. The following information also must be included:

A complete response to Increased Funding Justification will include:

- ✓ The specific line item(s) increased funding is being requested for.
- ✓ Factual data, or other supportive documentation, that the increase(s) were based upon.
- ✓ Explain correlation between the increase(s) and achieving Goals/Objectives for the Grant Funded Project / Personnel.

BUDGET NARRATIVE CATEGORIES GUIDELINES

PERSONNEL: Salaries / Benefits

Grant Funded Personnel only.

- Includes separate justifications and calculations for salaries **and** benefits.
- Includes specific calculations showing how the salary for each position was determined.
- Includes specific calculations showing how the rate for each type of benefit was determined.

SUPPLIES AND OPERATING

Directly related to achieving Grant Funded Project/Personnel Goals and Objectives.

- Includes specific calculations showing how costs were determined for each line item.
- Includes separate justifications for each line item related to the Grant Funded Goals / Objectives listed in #7 through #17 in the grant application.

Items that can be purchased for less than \$1,000 are included in this category vs the equipment category. This may include computer software programs.

IN-STATE TRAINING / TRAVEL

Directly related to achieving Grant Funded Project/Personnel Goals and Objectives.

- Identify specific training(s), who is to attend each training.
- Explain how the training(s) and how the attendance of each person corresponds with the Grant Funded Project / Personnel Goals and Objectives given in #7 through #17 in the grant application.
- Itemize each expense requested in this category and show calculations.

If including COVA Conference, explain how the \$2,000 VALE Scholarship would impact the amount of funds being requested in this category.

PROFESSIONAL SERVICES / CONSULTANT

Directly related to achieving Grant Funded Project/Personnel Goals and Objectives.

- Outline the specific services to be provided and by whom.
- Outline how these services correspond to the Grant Funded Project / Personnel Goals and Objectives given in #7 through #17 in the grant application.
- Explain the reason(s) these services can not be provided by program / agency personnel.

This category refers to contractors, not agency employees. It may also apply to providers of direct victim services that require licensure practitioners for specialized services, for instance, mental health treatment.

EQUIPMENT

Directly related to achieving Grant Funded Project/Personnel Goals and Objectives.

- Items requested are to clearly correspond with the Grant Funded Project / Personnel Goals and Objectives given in #7 through #17 in the grant application.
- If applicable, explain any attempts to obtain equipment with other funding.
- Explaining the reason(s) that equipment requested is not considered routine, ongoing costs of the program / agency operations.
- Explain any reason(s) purchase of equipment is more feasible than leasing or renting.

Items over \$1,000 and with a useful life of over one year.

REQUIRED ATTACHMENTS

1. **UPLOAD:** Agency position classification(s) and job description(s)
2. **UPLOAD:** Project Director's Resume
3. **UPLOAD:** Copy of Agency's Victim Service Program CODE OF ETHICS
4. **UPLOAD:** Random Sampling of Victim Impact Outcomes
5. **DOWNLOAD:** FINANCIAL MANAGEMENT SYSTEMS CHECKLIST
Read each question carefully before responding.

These questions are reflective of state and local requirements for receiving and management of grant funds and cover areas that will be monitored by VALE administrative personnel and through other reporting mechanisms. On-site visitations may include requests to review accounting and financial management systems of the agency and information provided in the checklist will be used as a reference. This checklist is not intended to be all inclusive and do not relieve an agency's responsibility to meet all state and local requirements for grant funds. ***An explanation for any "NO" answer must be provided on agency letterhead. Failure to address a "NO" answer for any question in this checklist may have a detrimental impact on a final funding determination regarding any 17th Judicial District VALE grant funding. Complete this checklist with the assistance of the Financial Officer identified on the cover page and the signature page of the grant application.***

- Review all financial requirements outlined on this page carefully before signing.
- Remember to **print** the **NAME and TITLE** of each signatory before submitting.

Any signature line left blank on this page will result in the grant application being considered incomplete and may negatively impact funding determinations made by the 17th Judicial District VALE Board.

NOTE: Signatories are to be the same Financial Officer and Authorized Official who sign the Certified Assurances for the grant application.

6. **DOWNLOAD:** PUBLIC CONTRACT FOR SERVICES CERTIFICATION

State law requires that the 17th Judicial District VALE Board certified that subgrantees do not employ or contract with illegal aliens in compliance with Section 8-17.5-101 et.seq Colorado Revised Statutes and provisions are in place to ensure that illegal aliens are not performing work to provide any services funded with 17th Judicial District VALE grant monies. ***If the agency is not able to make the aforementioned certification, you are required to provide an explanation on agency letterhead.***

- Review all financial requirements outlined on this page carefully before signing.
- Remember to **print** the **NAME and TITLE** of each signatory before submitting.

Any signature line left blank on this page will result in the grant application being considered incomplete and may negatively impact funding determinations made by the 17th Judicial District VALE Board.

NOTE: Signatories are to be the same Agency Director and Project Director who sign the Certified Assurances for the grant application.

7. **DOWNLOAD:** **CERTIFIED ASSURANCES**

- Read this page and all definitions carefully before signing.
- Remember to **print** the **NAME and TITLE of each signatory before submitting.**

Any signature line left blank on this page will result in the grant application being considered incomplete and may negatively impact funding determinations made by the 17th Judicial District VALE Board.

NOTE: 1) The Project Director **MUST** be a person other than the Authorized Official or the Financial Officer; and
2) The Financial Officer **MUST** be a person other than the Authorized Official or the Project Director.

8. **UPLOAD:** **Agency 2018 Victim Services Program Itemized Budget**

REQUIRED ATTACHMENTS: NON-PROFIT AGENCIES ONLY

9. **UPLOAD:** **Agency 2018 Projected Budget**

10. **UPLOAD:** **Listing of Current Board of Directors and Key Officers**

11. **UPLOAD:** **Copy of 501(C)(3) IRS Tax Ruling**

12. **UPLOAD:** **Copy of current Financial Review and / or Audit Report**

REQUIRED ATTACHMENT for all non-profit grant applicant agencies regardless of agency size or total agency budget.

The VALE Board would define “current” as within the past twelve months (January 1 through December 31, 2017). The Audit or Financial Review must be completed by a certified public accountant or other certified auditor who is does not have any affiliation with the applicant agency, i.e. Board member, volunteer, past or current employee.

13. **UPLOAD:** **Copy of current Management Letter from Auditor**