

VICTIM & WITNESS ASSISTANCE
AND LAW ENFORCEMENT BOARD
of the
17TH JUDICIAL DISTRICT

S T A N D A R D S

BOARD MEMBERS:

Terrance O'Neill
Mary Ann Cushing
Thomas Trunnell
Stephen Higgins
Shalene Flynn

**Appointed by the Chief Judge
Honorable Emily Anderson**

TABLE OF CONTENTS

	<u>PAGE</u>
I. Colorado Revised Statutes	3
II. By-Laws.	4
III. Policies and Procedures	28

17th JUDICIAL DISTRICT VICTIM & WITNESS ASSISTANCE AND LAW ENFORCEMENT

I. COLORADO REVISED STATUTES

24-4.2-101 Victim & Witness Assistance & Law Enforcement Board

24-4.1-301 Constitutional Amendment Regarding Victims' Rights
Enabling Legislation

24-4.1-100 Crime Victim Compensation

17th JUDICIAL DISTRICT
VICTIM & WITNESS ASSISTANCE
AND LAW ENFORCEMENT

II. BYLAWS

TABLE OF CONTENTS

ARTICLES		<u>PAGE</u>
<i>ARTICLE 1</i>	AUTHORITY, PURPOSE AND DUTIES	5
<i>ARTICLE 2</i>	MEMBERSHIP.	8
<i>ARTICLE 3</i>	CHAIR AND VICE CHAIR.	9
<i>ARTICLE 4</i>	MEETINGS.
11		
<i>ARTICLE 5</i>	QUORUM.	15
<i>ARTICLE 6</i>	VOTING.	16
<i>ARTICLE 7</i>	ETHICS AND CONFLICT OF INTEREST.	17
<i>ARTICLE 8</i>	ADMINISTRATIVE FUNDS.	19
<i>ARTICLE 9</i>	DISTRICT ATTORNEY'S OFFICE RESPONSIBILITIES.	21
<i>ARTICLE 10</i>	COURT EXECUTIVE'S RESPONSIBILITIES.	28
<i>ARTICLE 11</i>	GRANT FUNDING PROCESS.	30
<i>ARTICLE 12</i>	AMENDMENT OF POLICIES & PROCEDURES.	30
<i>ARTICLE 13</i>	AMENDMENT OF BYLAWS.	30
<i>ARTICLE 14</i>	ROBERT'S RULES OF ORDER.	31
	<i>VALE PROGRAM ADDRESS AND TELEPHONE LISTINGS</i>	32
	BY-LAW SIGNATURE PAGE.	33

ARTICLE 1

AUTHORITY, PURPOSE AND DUTIES

- 1.1 AUTHORITY:** The 17th Judicial District Victim & Witness Assistance and Law Enforcement Board (hereafter VALE Board) derives its existence and authority from Colorado Revised Statute (C.R.S.) §24-4.2-101, hereinafter referred to as the VALE Statute.
- 1.2 PURPOSE AND DUTIES:** The purpose and duties of the VALE Board shall be listed in the Policies and Procedures of the VALE Board. These include, but are not limited to, the following:
- A. Conduct an open, fair, impartial and equitable award process of receiving, reviewing and evaluating all grant applications.
 - B. Judiciously allocate monies from the Victim & Witness Assistance and Law Enforcement fund for the provision of victim services.
 - C. Enhance the responsiveness of law enforcement and foster services to victims of crime in the 17th Judicial District.
 - D. Allocate grant funds in consideration of the priority uses established statutorily in C.R.S. §24-4.2-105 and §24-4.2-103(5):
 - 1) Not less than 85% net aggregate of the fund remaining after the mandatory deductions shall be allocated for the purchase of victims and witnesses services pursuant to subsection (4) of article 24-4.2-105.
 - 2) The remaining 15% net aggregate of the fund may be allocated to the police departments, sheriff's departments, and district attorney for the purposes specified in subsection (3) of article 24-4.2-105.
 - 3) Monies allocated for the purposes specified in subsections (3) and (4) of this section shall only be used for the purchases of equipment, training programs, additional personnel, and victims and witnesses services that are directly related to the implementation of the rights afforded to crime victims pursuant to C.R.S. §24-4.1-302.5 and provision of services delineated pursuant to C.R.S. §§24-4.1-303 and 24-4.1-304 C.R.S.
 - 4) As funds are available, grants of monies may be approved for the purchase or lease of equipment, including technical equipment, that is directly related to the immediate individual physical safety of crime victims.

- 5) As funds are available, grants of monies may be approved for registration fees and expenses for lodging, travel, and meals for in-state training programs specifically directed toward delivery of services to crime victims and for the actual cost of providing the necessary staff training directly related to the implementation of the rights afforded to crime victims pursuant to C.R.S. §24-4.1-302.5 and the provision of services delineated pursuant to C.R.S. §§24-4.1-303 and 24-4.1-304.
 - 6) Maintain a minimum of one quarter current encumbrances of VALE funds for reserves in the combined main Victim & Witness Assistance and Law Enforcement accounts.
 - 7) Maintain a minimum of 10% of total unclaimed restitution funds in reserve for allocation of unclaimed restitution requests received from the courts.
- E. Develop and maintain sound written financial and program policies and procedures and reporting mechanisms as outlined in the *Standards for the Administration of VALE Programs*.
 - F. Jointly review and assess the financial and programmatic aspects of the VALE program as outlined in the Policies and Procedures with the Judicial Administrator and designated representative(s) of the District Attorney's office on an annual basis.
 - G. Jointly assess the ability to meet existing unpaid obligations in the future prior to making new financial commitments with designated representative(s) of the District Attorney's Office.
 - H. Jointly develop an annual written expenditure agreement and budget for the Disbursement of 17th Judicial District VALE administrative funds with the District Attorney.
 - I. Jointly develop with the District Attorney a written agreement that specifies the level of administrative assistance and legal advice that is mutually acceptable to the VALE Board and to the District Attorney.
 - J. Jointly conduct with the District Attorney annual performance reviews that are mutually acceptable to the VALE Board and the District Attorney regarding administrative and legal services provided by designated personnel.
 - K. Review and update Bylaws, Policies and Procedures annually and update them as necessary.

- L. Provide the District Attorney and Court Executive with a signed copy of the Bylaws, Policies and Procedures approved by a quorum of the VALE Board.
- M. The VALE Board and CVC Board shall develop an annual written agreement regarding the receipt of unclaimed restitution. The agreement will be formally reviewed for approval at each Board's respective annual business meetings during the first quarter of each year.

ARTICLE 2 MEMBERSHIP

2.1 APPOINTEES: The VALE Board shall consist of five members appointed by the Chief Judge of the 17th Judicial District.

A. Members must currently reside within the 17th Judicial District; may not be employed by the District Attorney or the State Judicial Department within the 17th Judicial District; and may not be an attorney actively practicing law in the criminal courts of the 17th Judicial District.

B. In making such appointments, the Chief Judge shall be aware whether an appointee represents or belongs to an organization, public or private, which might reasonably be anticipated to be a recipient of monies pursuant to this article. (This does not imply that such individual should be precluded from being appointed).

2.2 TERM OF OFFICE: Each member appointed to the VALE Board may serve a term of three years. Each VALE Board member may be reappointed once and serve two consecutive terms. A person may be reappointed thereafter if it has been at least one year since the person served on the VALE Board. All vacancies, except through the expiration of term, shall be filled for the un-expired term only.

2.3 COMPENSATION: Members shall serve without compensation, but may be reimbursed from the District Attorney's administrative fund for actual and necessary expenses directly related to the activities of the VALE Board.

2.4 DIVERSITY: To the extent possible, members shall reflect the diversity of the 17th Judicial District in the following areas:

- Geographic location;
- Gender;
- Ethnicity; and
- Experience with victim issues.

ARTICLE 3 CHAIR AND VICE CHAIR

- 3.1 DESIGNATION OF CHAIR:** The VALE Board shall designate, through a majority vote, one of its members as chairperson at the first of each year pursuant to C.R.S. §42-4.2-101.
- 3.2 TERM:** The Chair shall serve for a term of one year and may be reappointed as long as his/her term of office has not expired.
- 3.3 DUTIES OF CHAIR:** The duties of the Chair shall include the following:
- A. Presiding over VALE Board meetings.
 - B. Signing appropriate documents and correspondence.
 - C. Calling special meetings as needed.
 - D. Enforcing ethics, conflict of interest, and other provisions of these Bylaws.
 - E. Appointing subcommittees as necessary to carry out the purpose of the duties of the VALE Board.
 - F. Meeting annually with the Chair of the 17th Judicial District Crime Victim Compensation Board to determine the deposit of unclaimed restitution for each year.
- 3.4 VICE CHAIR:** The VALE Board shall designate, through a majority vote, one of its members as Vice Chair at the first of each year.
- 3.5 TERM:** The Vice Chair shall serve for a term of one year and may be reappointed as long as his/her term of office has not expired.
- 3.6 DUTIES OF VICE CHAIR:** The duties of the Vice Chair shall be the same as those of the Chair, when the Chair is absent or has a conflict of interest on any matter taken up by the VALE Board.
- 3.7 CONFLICT OF INTEREST:** If both the Chair and Vice Chair have a conflict of interest on any matter taken up by the VALE Board, the Chair shall designate another VALE Board member to preside over the VALE Board in that matter.

3.8 REMOVAL OF CHAIR or VICE CHAIR: The Chair or Vice Chair may be removed from those duties for just cause at a regular or special meeting of the VALE Board through a majority vote of the members.

ARTICLE 4 MEETINGS

- 4.1 REGULAR MEETINGS:** The VALE Board shall conduct regular meetings as often as necessary to meet the statutory and funding mandates under which it operates. Notice shall be provided to VALE Board members of the date, time and location of regular meetings not less than five working days in advance of the meeting.
- 4.2 ANNUAL MEETINGS:** The VALE Board shall conduct an annual financial and program review during the first quarter of each calendar year. The review will include, but will not be limited to:
- A. Review of Bylaws, Policies and Procedures.
 - B. Review of matters regarding the District Attorney's Administrative Fund, including:
 - 1) The current annual written expenditure agreement for the 17th Judicial District VALE administrative funds.
 - 2) The current annual budget for 17th Judicial District VALE administrative funds.
 - 3) The annual report of the 17th Judicial District VALE administrative funds for the preceding calendar year.
 - C. Review of financial reports for the preceding calendar year.
 - D. Review of programmatic reports for the preceding calendar year.
- 4.3 SPECIAL MEETINGS:** The Chair may call special meetings with notice being supplied to VALE Board members not less than three working days in advance of the meeting.
- 4.4 TELEPHONE CONFERENCE CALLS:** A meeting may be held by conference call to conduct non-recurring business if deemed necessary by the VALE Board.
- 4.5 ATTENDANCE:** Members are expected to attend every regular meeting. In the event a member cannot attend; he/she should notify the VALE Program Administrator or Chair in a timely manner.

- 4.6 ABSENCES:** Three absences during a twelve month period shall be evidence of a member's inability to sufficiently participate in the VALE Board's duties and responsibilities, and may result in a request to the Chief Judge for the removal of the member from the Board. Exceptions to this Bylaw may be made upon review of the circumstances by the Chair and the other VALE Board members.
- 4.7 OPEN MEETINGS:** VALE Board meetings are open to the public, as required under the Colorado Open Meetings Law (C.R.S. §§24-6-401 and 402). The public is welcome to observe VALE meetings of the 17th Judicial District. VALE meetings are not open for public comment or discussion. Persons in attendance at the VALE Board meeting that demonstrate disruptive behavior or behavior that otherwise impedes the Board's ability to function will be asked to leave by the VALE Board Chair.
- 4.8 EXECUTIVE SESSION:** At any regular or special meeting, the VALE Board may proceed into Executive Session upon an affirmative vote of two thirds of the quorum present. The VALE Board may review and discuss matters requiring legal counsel in Executive Sessions pursuant to C.R.S. §24-6-402(4)(c), C.R.S. § 24-6-402(4)(g), C.R.S. §24-72-202(4)(b)(4), and C.R.S. §24-7-204(1)(a) when meeting attendees include persons who are not VALE staff or VALE Board members. Executive Sessions shall be electronically recorded as required by C.R.S. §24-6-402(2)(d.5)(I)(A). The electronic recording of an Executive Session shall be retained for a minimum of ninety (90) days. After the ninety (90) day period, the electronic recording may be destroyed. The meeting minutes shall reflect the topic(s) discussed as part of the Executive Session without further explanation.
- 4.9 PUBLIC NOTICE:** Public notices of meetings shall be provided in compliance with the Colorado Open Meetings Law. Public notices will be posted on the 17VALE.org website a minimum of 24 hours prior to a scheduled meeting. Public notices shall include:
- A. The day, date, time and location of the meeting;
 - B. Name, address and telephone number of a contact person;
 - C. Information as to how to request a copy of the Board's Policies and Procedures, Bylaws and meeting minutes; and
 - D. Information on how to make a report alleging a violation of the *Standards for the Administration of VALE Programs* such as the telephone number and address of the Colorado Division of Criminal Justice.

- E. Information regarding the authority of the VALE Board to hold an Executive Sessions as allowed in C.R.S. §24-6-402(4)(c), C.R.S. § 24-6-402(4)(g), C.R.S. §24-72-202(4)(b)(4), and C.R.S. §24-7-204(1)(a).
- F. Information notifying that persons may submit information in writing to the VALE Board to the VALE Administrator at least five working days prior to a scheduled meeting to be reviewed by the VALE Board at that meeting. Letters received less than five days prior to the meeting will be deferred until the VALE Board's next scheduled meeting.

4.10 AGENDA: The VALE Program Administrator and / or designee, with the approval and assistance of the VALE Board Chair, shall prepare an agenda for all meetings held by the VALE Board. The District Attorney, Judicial Administrator, Chief Judge or any VALE Board member may add an item to the meeting agenda by calling the VALE Program Administrator at least three working days in advance of the meeting, subject to approval of the VALE Board Chair. Agenda items may also be added at the time of the meeting by consensus or majority vote of the VALE Board.

4.11 MINUTES: Minutes shall be kept of all regular and special meetings of the VALE Board and shall be signed by the VALE Board Chair and distributed for review by the VALE Board members at the next scheduled meeting. Minutes shall include, but not be limited to:

- A. Documentation of a quorum of Board members in attendance as well as documentation of all other parties in attendance at the meeting.
- B. Date of meeting as well as time and location of meeting.
- C. Review and approval/correction of previous meeting minutes.
- D. The language of any motion, together with a summary of any objection or amendment to the motion, including the vote taken on each motion, grant request or any other matter related to a grant application.
- E. Any declaration of VALE Board or staff member's conflict of interest prior to the motions and the votes of the VALE Board on that matter.
- F. The reason for a denial of a grant application request, or for partial or reduced funding approved;
- G. Identification of any grant application brought before the VALE Board for reconsideration of the Board's original decision and the reason for the final decision(s).

- H. Documentation of financial and program planning and review.
- I. Documentation of any review, amendment(s) or revision(s) to the Policies and Procedures, including the record of votes and the effective date of the change(s).
- J. Documentation of any other business brought before the VALE Board.
- K. Documentation of any review, amendment(s) or revision(s) to the Bylaws, including the record of votes and effective date of the change(s).
- L. Documentation of the time an executive session commenced and ended as well as all members in attendance during the session.
- M. Documentation of the specific law or statute citation, rule, or regulation that was the basis to hold an Executive Session.

ARTICLE 5 QUORUM

- 5.1 DEFINITION:** A majority (three of five) of appointed VALE Board members present at a regular or special meeting of the VALE Board shall constitute a quorum.
- 5.2 DETERMINATION OF QUORUM:** A quorum must be present for the decision making process to go forward. If a quorum is not present at the scheduled time of the meeting, business may be provisionally transacted. Ratification of provisionally transacted business shall occur at such time as a quorum is present, or at the next regular meeting, or through written or electronic voting coordinated by the VALE Program Administrator.

ARTICLE 6 VOTING

- 6.1 VOTING:** A motion that has been seconded and received the majority of VALE Board members votes will serve as the official decision of the VALE Board. A tie vote shall be considered a defeat of the motion. When the vote is not unanimous, the minutes shall reflect the number of affirmative and negative votes, the number of abstentions, and the name of any person declaring a conflict of interest.
- 6.2 PROXY VOTES:** VALE Board members may not give a proxy vote to another member.
- 6.3 CONFLICT OF INTEREST:** VALE Board members shall abstain from voting when there exists an actual, or the appearance of, a conflict of interest in the claim under consideration. In the event that a VALE Board member abstains from voting because of a conflict of interest, three affirmative votes are needed for a motion to pass.
- 6.4 VOTE OF CHAIR:** The Chair shall be a voting member of the Board.

ARTICLE 7 ETHICS AND CONFLICT OF INTEREST

- 7.1 WRITTEN DECLARATION:** Each year all VALE Board members shall make a declaration in writing and deposit same with the VALE Program Administrator any conflict of interest or appearance of conflict of interest of any kind that they might have with any person, agency or organization applying for VALE grant funds or with any other matter which the VALE Board will act upon in the normal course of its business. It is the responsibility of the Chair to enforce this article.
- 7.2 VERBAL DECLARATION:** All VALE Board members shall make a declaration orally during a regular or special meeting of the VALE Board, and which will be documented in the meeting minutes, any conflict of interest or appearance of conflict of interest of any kind that they might have with any person, agency or organization applying for VALE grant funds, or with any other matter that the VALE Board will act upon in the normal course of its business. It is the responsibility of the Chair to enforce this article.
- 7.3 APPLICATIONS FOR FUNDS FROM THE DISTRICT ATTORNEY, THE COURT EXECUTIVE OR THE LOCAL VALE BOARD MEMBERS:**
The VALE Board shall consider applications from the District Attorney, Court Executive, or local VALE board members in the manner outlined in Section 2.5 of the VALE Board's Policies and Procedures.
- 7.4 ABSTENTION FROM MOTIONS AND VOTING:** A VALE Board member shall abstain from making a motion, seconding a motion, discussing a motion or voting on any matter in which the member has a conflict of interest or appearance of conflict of interest.
At the point that a conflict of interest is declared, the member shall leave the room while the matter which the VALE Board member has a conflict of interest is considered. It is the responsibility of the Chair to enforce this article.
- 7.5 IMPROPER INFLUENCE:** At no time shall a VALE Board member or any staff member take action to improperly influence the decision of a VALE Board member or staff member on any grant application or other matter in which they have an interest or the appearance of interest.
- 7.6 RESPONSIBILITY OF MEMBERS AND STAFF:** If a VALE Board member or staff member is aware of a conflict of interest or appearance of conflict of interest, they shall bring such conflict to the attention of the VALE Board. If a Board member does not make a declaration of a conflict of interest, then the decision as to whether a conflict of interest exists shall be

made by a majority vote of the VALE Board.

7.7 PROHIBITIONS: No VALE Board member or staff member shall accept any stipend, fee, gratuity, or other consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision or recommendation on any matter before the VALE Board.

7.8 NOTIFICATION OF CHIEF JUDGE: It shall be the responsibility of VALE Board members, the VALE Program Administrator, or legal advisor to notify the Chief Judge of any violation or attempted violation of this article by a VALE Board member. If substantiated, such a violation may be considered as cause for immediate removal from the VALE Board.

ARTICLE 8 ADMINISTRATIVE FUNDS

- 8.1 ANNUAL BUDGET:** Pursuant to C.R.S. §24-4.2-103(4), all monies deposited into the fund shall be used solely for the grant disbursements as outlined in C.R.S. §24-4.2-105 except that the District Attorney may use an aggregate of no more than 10% of new revenue for administrative purposes. The budget and expenditures for allowable administrative costs shall be governed by the current *Guidelines for Administrative Expenses for VALE Programs* and shall be subject to the availability of funds.
- 8.2 EXPENDITURE AGREEMENT:** The VALE Board and the District Attorney shall develop an annual written expenditure agreement and budget for the use and disbursement of all 17th Judicial District VALE administrative funds. The agreement will be reviewed at the beginning of the calendar year prior to the disbursement of 17th Judicial District VALE administrative funds and will include only those expenditures allowed by statute. The agreement will include a description of the manner in which administrative funds will be expended or reimbursed by the Court Executive.
- 8.3 ADMINISTRATIVE ENCUMBRANCES:** Once adopted by the VALE Board, the budget and written expenditure agreement shall be considered a local encumbrance of VALE administrative funds.
- 8.4 AVAILABILITY OF FUNDS:** The annual authorized budget shall be subject to the availability of funds.
- 8.5 TRANSFER OF ADMINISTRATIVE FUNDS:** Unused portions of the District Attorney's administrative funds may be reserved for future use or may be transferred to the main Victim & Witness Assistance or Law Enforcement portions of the 17th Judicial District VALE fund at the District Attorney's discretion.
- 8.6 WRITTEN AUTHORIZATION:** The VALE Board shall provide written authorization to the Court Executive as requested and approved by the VALE Board Chair for the disbursement of 17th Judicial District VALE administrative funds to the District Attorney's office.
- 8.7 MANNER OF DISBURSEMENT:** The VALE Board may authorize the Court Executive to disburse administrative funds to the District Attorney in the following manner:
- A. The District Attorney may establish a separate account held by the District Attorney's Office to receive administrative funds for the expenditure of allowable costs.

B. This separate fund is subject to all generally accepted accounting principles and is part of the audit universe in the annual audit obtained by the District Attorney's Office.

8.8 ANNUAL EXPENSE REPORT: The District Attorney or designee shall provide the VALE Board with an annual report that documents actual 17th Judicial District VALE administrative fund expenditures. This report shall provide sufficient details to determine the relationship of the expenditures to the administration of the 17th Judicial District VALE program. The VALE Board shall submit a copy of the annual budget and expenditure report to the Division of Criminal Justice on a date and follow a format determined by the Division.

8.9 MAINTENANCE OF DOCUMENTATION: The District Attorney's office will be responsible for maintaining documentation that is accessible and verifiable as to the District Attorney's administrative expenditures from 17th Judicial District VALE administrative funds.

ARTICLE 9

DISTRICT ATTORNEY'S OFFICE RESPONSIBILITIES

- 9.1 DISTRICT ATTORNEY:** The District Attorney shall provide appropriate administrative and training assistance to the VALE Board and shall act as the legal advisor consistent with the *Standards for the Administration of VALE Programs*, the VALE statute and as mutually agreed upon with the VALE Board. The level of assistance shall not deprive the VALE Board of its authority to make independent decisions, nor shall it place an unreasonable burden on the District Attorney.
- 9.2 DUTIES OF THE DISTRICT ATTORNEY:** The duties of the District Attorney or designee include the following:
- A. Act as or designate a legal advisor to the VALE Board to provide legal opinions and statutory interpretations as needed and/or requested by the Board.
 - B. Within the resources available, the District Attorney's Office shall provide a staff person to provide administrative assistance to the VALE Board.
 - C. Jointly develop with the VALE Board an annual written agreement that specifies the level of administrative assistance and legal advice that is mutually acceptable to the VALE Board and the District Attorney.
 - D. Jointly conduct with the VALE Board annual performance reviews that are mutually acceptable to the VALE Board and the District Attorney regarding administrative and legal services provided by designated personnel.
 - E. Update the annual written agreement as needed.
 - F. Develop an annual written expenditure agreement and budget for the disbursement of 17th Judicial District VALE administrative funds.
 - G. Provide the VALE Board with an annual report documenting actual 17th Judicial District VALE administrative fund expenditures as allowed by statute.
 - H. Meet annually with the VALE Board, designated administrative staff within the District Attorney's office and the Court Executive to review and assess the effectiveness of the financial and program policies of the VALE program as they pertain to the District Attorney's VALE responsibilities.
 - I. Assure that a record of encumbrances by grant or scholarship and a record of administrative fund encumbrances are maintained.
 - J. Designate staff within the District Attorney's Office to work together with the VALE Board to assess the 17th Judicial District VALE Board's ability to meet exiting unpaid obligations in the future, prior to making new financial

commitments.

- K. Designate staff within the District Attorney's Office to work together with the Judicial Administrator and the VALE Board to develop a process by which encumbrances that will not be utilized can be periodically cleared no later than three months following the end date of a grant or scholarship award period.
- L. Periodically review training needs of and provide training to administrative, legal staff, and local VALE Board members, especially new staff or Board members on compliance with local VALE statutes, Standards and By-laws.
- M. Provide regular training to deputy district attorneys on the VALE statute and the correct assessment of VALE surcharges.
- N. Provide access to VALE Board Bylaws, Policies, Procedures and meeting minutes in accordance with the Colorado Open Records Act.

9.3 WRITTEN AGREEMENT: The written agreement between the District Attorney and the VALE Board shall include, but not be limited to, the following:

- A. A statement that designated administrative staff shall maintain accessible and verifiable documentation of program expenses that have been approved by the VALE Board, including copies of financial and programmatic reports received from funded agencies.
- B. A statement that designated administrative staff shall reconcile program expenses with the financial records of the Court Executive at least quarterly.
- C. A statement describing the authority and responsibility of designated administrative and/or legal staff to screen grant applications for the Board.
- D. A statement describing any delegation of signing authority from the VALE Board to administrative and/or legal staff, as well as the conditions under which such delegation was made.

9.4 DUTIES OF THE VALE PROGRAM ADMINISTRATOR: In addition to other duties, the VALE Program Administrator and / or designee shall have the following responsibilities:

- A. Attend all regular and special meetings of the VALE Board.
- B. Accept grant applications and report forms as submitted by grant applicants or recipients.
- C. Develop screening criteria and tools for grant applications and written reports in coordination with the VALE Grant Evaluator and Administrative Assistant that are

consistent with VALE statutes and standards and as determined useful by the VALE Board.

- D. Maintain all appropriate documentation relating to the grant process, including approved and denied grant applications; written agreements (contracts) for approved grant funds; and financial and narrative reports.
- E. Maintain documentation that is accessible and verifiable as to 17th Judicial District VALE funds approved and disbursed by the VALE Board to grant recipients.
- F. Maintain documentation that is accessible and verifiable as to encumbrances made by person, agency or organization for grants or scholarships and for the administrative fund.
- G. Prepare the annual *Request for Proposal* for dissemination and publication.
- H. Reconcile 17th Judicial District VALE disbursements with the financial records of the Court Executive at least quarterly.
- I. Maintain a record of signing authority for both VALE and administrative funds.
- J. Request that any delegation of signing authority for VALE or administrative funds will be in written form signed by the VALE Board member or official delegating the authority.
- K. Compile, verify and summarize information submitted by the Judicial District Administrator for the monthly financial reports and for annual financial and programmatic planning and review.
- L. Assist the VALE Board chair with the preparation of the agenda.
- M. Participate in the annual program and financial review of the 17th Judicial District VALE fund with the VALE Board and Court Executive or designee.
- N. Prepare annual program and financial reports for the VALE Board and the Colorado Division of Criminal Justice as requested.
- O. Provide public access to VALE Board Bylaws, Policies and Procedures and Board meeting minutes in accordance with the Colorado Open Records Act.

9.5 DUTIES OF THE LEGAL ADVISOR: The Legal Advisor shall have the following responsibilities:

- A. Provide the VALE Board legal advice as to statutory interpretations and legal opinions as needed and/or as requested by the VALE Board.

- B. Attend meetings as determined appropriate and necessary by the VALE Board and the District Attorney.

9.6 DUTIES OF THE GRANT ADMINISTRATIVE MANAGER:

- A. Grant Evaluation Services: The services that shall be provided to the VALE Board by the Grant Administrative Manager include, but are not limited to, the following:
 - 1) Assist in the preparation of, and attend, all VALE Board meetings for the purposes of discussing matters pertaining to grant applications, on-site evaluations, written reports and recommendations.
 - 2) Provide the Board with additional information as requested following meetings.
 - 3) Develop evaluation criteria that are consistent with state statutes and standards for use in reviewing grant applications submitted to the VALE Board for funding consideration in coordination with the Program Administrator.
 - 4) Conduct a formal review of all grant applications for compliance, substantive content and funding recommendations utilizing evaluation criteria determined by the VALE Board, state statutes and standards in coordination with the Program Administrator.
 - 5) Provide written reports to VALE Board members documenting all information determined relevant by the VALE Board regarding grant applications.

Written reports will include, but not be limited to:

- a. The completeness and compliance with the VALE statutes and VALE Board's Standards of the grant application.
 - b. A summary of the grant application proposal.
 - c. Evaluation criteria met or unmet by the program / agency.
 - d. A detailed account of the program / agency proposed budget.
 - e. Other factors that relate to the evaluation of the grant application.
- 6) Develop evaluation criteria for the VALE Board that is consistent with state statutes and standards for use in reviewing grant applicant required reports with the Program Administrator.
 - 7) Screen and review required reports from current grant recipients to verify

expenses and determine compliance with established VALE policies and procedures prior to forwarding to Board members with any recommended action in coordination with Program Administrator. Financial and Narrative Reports submitted will be reviewed for the following:

- a. Progress and problems concerning the program / agency goals and objectives as they were outlined in the grant application approved.
 - b. Is the program / agency adhering to its approved budget?
 - c. Is the program / agency providing the proper financial documentation?
- 8) Monitor all grant applications funded by the VALE Board, including conducting and coordinating on-site visitations with grant recipients as directed by the VALE Board.
 - 9) Update and/or otherwise revise grant application, written contract and reporting forms as determined necessary by the VALE Board, in coordination with the VALE Program Administrator, and as required ensuring compliance with VALE Standards promulgated by the Colorado Division of Criminal Justice.
 - 10) Maintain documentation of all written reports required and requested by VALE Board in an accessible manner.
 - 11) Attend meetings or events as requested by the VALE Board.
 - 12) Conduct technical assistance training for prospective and current grant applicants with the Program Administrator.
 - 13) Coordinate community needs assessment and other activities relative to developing broader community partnerships between victim service agencies and the VALE Board as requested by the VALE Board with the Program Administrator.
- B. Grant Administrative Services: The services that shall be provided to the VALE Board by the Administrative Assistant include, but are not limited to, the following:
- 1) Provide timely, accurate and appropriate responses for all initial and general VALE program inquiries received by telephone, email and /or in writing received from grant recipients / applicants.
 - 2) Timely and appropriate direct incoming telephone, email or written requests to the VALE Grant Evaluator or Program Administrator for more specific grant application or report information and/or information regarding Board policies and procedures.

- 3) Generate and send out written notifications to grant recipients of VALE payments approved and other VALE Board actions / decisions as determined necessary by the VALE Board and as directed by the VALE Program Administrator; written notifications may include checks.
- 4) Update VALE computer and manual files with accurate information as necessary and as determined by VALE Program policies and procedures as directed by the VALE Program Administrator.
- 5) Send out written materials upon request from grant recipients / applicants and at the direction of the VALE Board and / or Program Administrator.
- 6) Collate meeting packets for VALE Board members for all scheduled meetings; includes generating cover sheets and making necessary copies.
- 7) Provide VALE Board members notice of upcoming meetings; facilitate timely delivery of VALE materials; facilitate timely delivery of VALE materials to Board members for review prior to scheduled VALE Board meetings. Includes scheduling of oral presentations of VALE grant applicants as directed VALE Board or Program Administrator.
- 8) Complete administrative forms and update manual files to accurately reflect VALE board meeting decisions in accordance with VALE Program policies and procedures.
- 9) Complete and maintain minutes of all VALE Board meetings; include documentation of VALE Board member and/or administrative staff conflict of interest.
- 10) Prepare and post all Public Notice of meetings in accordance with VALE Program policies and procedures.
- 11) Copy and collate VALE Program standards, assist with making copies necessary for monthly and annual reports to the VALE Board and for bi-annual on-site audit visits as conducted by personnel from the Colorado Division of Criminal Justice.
- 12) Copy and distribute notice and updates of all changes to VALE Program By-Laws, Policies and Procedures.
- 13) Ensure rooms are reserved for scheduled VALE Board meetings; set room up for meeting with adequate seating, and refreshments, if applicable.
- 14) Maintain an updated telephone, address and email listing of current funding year VALE grant recipients; annually distribute list to all current funding year VALE grant recipients, Program Administrator, VALE Board members, the

chief judge, judicial administrator, district attorney, VALE legal advisor, and the VALE liaison at the Colorado Division of Criminal Justice.

- 15) Maintain listing of agencies, organizations and individuals eligible and /or interested in receiving the annual Request for Proposal as required by VALE policies and procedures.
- 16) Distribute the annual Request for Proposal to agencies presently receiving grant funds and all other requesting agencies.
- 17) Post the annual Request for Proposal on the 17VALE.org website as determined by the Board's policies and procedures.
- 18) Generate and send written correspondence and forms related to the VALE annual COVA Conference Scholarship as well as other scholarship offers that are approved by the VALE Board. Includes maintaining required documentation of applications and reports submitted as well as forwarding scholarship checks.
- 19) Conduct and coordinate arrangements as requested by the VALE Board and determined necessary by the VALE Program Administrator related to the annual Victim Rights Week Reception.
- 20) Prepare paperwork and make arrangements necessary to conduct bi-annual DCJ on- site visits; facilitate DCJ on-site visit including meeting arrangements as requested and / or necessary and as directed by the VALE Program Administrator.

ARTICLE 10

COURT EXECUTIVE'S RESPONSIBILITIES

- 10.1 COURT EXECUTIVE:** The Court Executive shall serve as the financial officer of the VALE Fund and is responsible for carrying out all designated financial duties of the program in order to ensure compliance with state laws and requirements.
- 10.2 DUTIES OF THE COURT EXECUTIVE:** The duties of the Court Executive or designee include the following:
- A. Maintain a fund accounting system that has an adequate method of internal controls to safeguard the funds and assets. Whenever possible, funds should be put into an interest-bearing account.
 - B. Disburse funds only upon written authorization of the VALE Board in accordance with statutory mandates.
 - C. Maintain the original written VALE Board authorizations for fund disbursements.
 - D. Issue payments on VALE fund and 17th Judicial District VALE administrative requests within five days of receipt of signed payment authorizations submitted by the VALE Board, the District Attorney's office or designee.
 - E. Provide the VALE Board with monthly, quarterly and annual written reports regarding the status of the VALE and 17th Judicial District VALE administrative funds in a manner that is mutually acceptable. Financial reports requested by the VALE Board shall be due on a date mutually agreed upon by all parties. The report shall include the following elements for all VALE and 17th Judicial District administrative funds:
 - 1) A summary balance sheet with beginning and ending fund balances.
 - 2) Amount of new funds collected.
 - 3) The amount of recoveries deposited into the fund.
 - 4) The amount of funds encumbered.
 - 5) The amount of funds expended.
 - 6) Any known modifications that will affect collections.
 - F. Maintain a record of signing authority for both VALE and 17th Judicial District VALE administrative funds.
 - G. Request that any delegation of signing authority for VALE or 17th Judicial District

VALE administrative funds will be in written form signed by the Chair.

- H. Reconcile the VALE bank statement(s) to subsidiary ledger(s) monthly and provide reconciled revenue and expenditure records to the District Attorney's administrative personnel on a monthly basis, with sufficient detail to expedite the District Attorney's administrative personnel to reconcile their own records of disbursements approved by the VALE Board with the financial records of the Court Executive's office.
- I. Provide representative(s) from the Judicial Administrator's office to conduct a review with the VALE Board and designated District Attorney's office administrative staff of the existing methods used to determine the amount of 17th Judicial District VALE funds available and the accuracy of the determination. Such review shall be recorded in the minutes of the next Board meeting.
- J. Participate in the annual financial review of the 17th Judicial District VALE fund with the VALE Board and District Attorney's Office administrative staff or designee.

ARTICLE 11 GRANT FUNDING PROCESS

11.1 EQUITABLE PROCESS: The VALE Board shall engage in an open, fair, and equitable application and award process for 17th Judicial District VALE requests, and shall vote on the recommendation for each grant application. The grant funding process is further defined in the VALE Board's Policies and Procedures.

ARTICLE 12 ADOPTION AND AMENDMENT OF POLICIES AND PROCEDURES

12.1 ADOPTION OF POLICIES AND PROCEDURES: In order to achieve the mandate of the statute under which it operates, the VALE Board shall adopt Policies and Procedures that shall be set forth in writing and dated. VALE Board members shall be notified, in writing, of proposed Policies and Procedures not less than five (5) working days prior to a regular or special meeting.

12.2 AMENDMENT OF POLICIES AND PROCEDURES: Policies and Procedures shall be approved by the VALE Board. Policies and Procedures may be amended as necessary and the VALE Program Administrator shall maintain written documentation of such changes. The VALE Board may deviate from an established policy or procedure for good cause upon a majority vote of the members present at the meeting where the question arises.

ARTICLE 13 ADOPTION AND AMENDMENT OF BY-LAWS

13.1 ADOPTION OF BY-LAWS: The VALE Board shall adopt Bylaws that are set forth in writing, are dated and have been approved by a majority vote. These Bylaws will be reviewed annually and will be amended as necessary. The VALE Program Administrator shall maintain written documentation of changes made and approved by a majority vote of the VALE Board.

13.2 PROCESS TO AMEND BY-LAWS: These Bylaws may be amended at any regular or special meeting of the VALE Board by an affirmative vote of at least three-fifths of the appointed members. Written documentation will be kept of the dates of review, revision and amendments made to the Bylaws.

ARTICLE 14 ROBERT'S RULES OF ORDER

12.1 PARLIAMENTARY MATTERS: All matters not covered by the By-laws, Policies and Procedures approved by the VALE Board shall be governed by Robert's Rules of Order.

17th JUDICIAL DISTRICT
VICTIM & WITNESS ASSISTANCE
AND LAW ENFORCEMENT

BY-LAW SIGNATURE PAGE

**THESE BYLAWS SUPERSEDE PREVIOUS BYLAWS AND SHALL
REMAIN IN EFFECT UNTIL AMENDED OR ABOLISHED.**

SIGNATURE, Terrance O'Neill
BOARD CHAIR

Date

Signature, Mary Ann Cushing
BOARD MEMBER

Date

Signature, Thomas Trunnell
BOARD MEMBER

Date

Signature, Steven Higgins
BOARD MEMBER

Date

Signature, Shalene Flynn
BOARD MEMBER

Date

17th JUDICIAL DISTRICT
VICTIM & WITNESS ASSISTANCE
AND LAW ENFORCEMENT

III. POLICIES AND PROCEDURES

TABLE OF CONTENTS

<i>SECTIONS</i>	<u>PAGE</u>
<i>SECTION 1.0</i> GRANT APPLICATION PROCESS	35
<i>SECTION 2.0</i> GRANT REVIEW PROCESS.	43
<i>SECTION 3.0</i> RECONSIDERATON OF FUNDING DECISIONS. . .	46
<i>SECTION 4.0</i> ACCOUNTABILITY OF GRANT RECIPIENTS. . . .	47
<i>SECTION 5.0</i> ANNUAL FINANCIAL AND PROGRAM REVIEW AND PLANNING	53
<i>SECTION 6.0</i> RECORDS RETENTION.	55
<i>SECTION 7.0</i> INFORMATION FOR THE DIVISION OF CRIMINAL JUSTICE	56
<i>SECTION 8.0</i> PROCESS TO AMEND THE POLICIES AND PROCEDURES	56
POLICIES & PROCEDURES SIGNATURE PAGE	57
GLOSSARY OF TERMS	58

SECTION 1.0 GRANT APPLICATION PROCESS

1.1 AREAS OF CONSIDERATION FOR FUNDING DETERMINATIONS:

The Board will conduct an open, fair, impartial and equitable award process of receiving, reviewing, evaluating and voting on all grant applications in accordance with statutory guidelines and standards requirement and intended uses for these funds. The VALE Board shall include in their considerations the following:

- A. Eligibility and funding priorities established by legislation and standards governing the VALE Board.
- B. The degree to which it is determined that the application meets state and local requirements regarding intended use of funds.
- C. Taking into consideration geography, population, need and available resources.
- D. Assessment of the applicant's ability to meet financial management, administrative and organization requirements as well as programmatic capacity to provide services proposed in the application.
- E. The quality of the grant proposal and completeness of the information provided in the application.
- F. Ability of the 17th Judicial District VALE fund to meet existing unpaid obligations in the future prior to making new financial commitments.

1.2 FUNDING PRIORITIES OF THE BOARD

- A. The funding priorities used by the VALE Board are outlined in Colorado Revised Statute §24-4.2-103(5) and include the following:
 - 1) Statutorily mandated services pursuant to C.R.S. §24-4.1-302.5 (VRA) implementing the rights afforded to crime victims.
 - 2) Direct services to victims as delineated in C.R.S. §§24-4.1-303 and 304 and §24-4.2-105(4) related to all crimes as defined by C.R.S. §24-4.1-302(1).
 - 3) Establish and /or enhance the coordinated, collaborative delivery of direct services for victims of VRA crimes provided by non-profit community based and criminal justice based victim services in the 17th Judicial District.
 - 4) To enhance the responsiveness of law enforcement and foster services to victims of crime in the 17th Judicial District.

- B. The VALE Board shall determine each year any additional funding priorities for the 17th Judicial District at the annual business meeting that have not established by legislation.
- C. The VALE Board will give equal consideration to both programs receiving 17th Judicial District VALE grant monies during the present funding period and new programs when considering grant applications.
- D. Grant application requests submitted by faith-based agencies that provide inherently religious activities when the agency has provided verification that the following conditions are in place.
 - 1) Inherently religious activities of the agency are privately funded and separated in either time or place from the VALE grant funded services provided, and
 - 2) The victim's participation in inherently religious activities is voluntary and lack of participation in no way affects their ability to receive VALE grant funded services.
- E. As funds are available, grant application requests submitted by agencies that provide services designed to support the activities of direct victim service providers and /or positively impact the delivery of direct victim services will be considered.
- F. As funds are available, grant application requests for purchase and /or lease of equipment, including technical equipment, directly related to the immediate individual physical safety of crime victims will be considered.
- G. As funds are available, grants application requests for registration fees and expenses for lodging, travel, and meals of in-state training programs specifically directed toward delivery of services to crime victims and for the actual cost of providing the necessary staff training directly related to the implementation of the rights afforded to crime victims pursuant to C.R.S. §24-4.1-302.5 and the provision of services delineated pursuant to C.R.S. §§24-4.1-303 and 24-4.1-304 will be considered.
- H. Grant application requests for program / project services to be provided by 17th Judicial District VALE funding will be accepted once a year for review with a determinate submission due date established at the Board's annual meeting. All due dates and grant application forms for program / project services will be determined by the Board at the annual business meeting.
- I. Grant application requests for training and equipment will be accepted during the fiscal funding year with forms and due dates determined by the Board at a regularly scheduled meeting.

- J. *As funds are available, grant application requests for will be accepted for emergency assistance which falls under the general purpose areas listed in C.R.S. §24-4.2-105 (a – m) and which are submitted by eligible individuals and /or agencies providing direct services to victims of crime in the 17th Judicial District.*
- K. All legislative and VALE Board priorities shall be published in the *Request for Proposal*.

1.3 REQUEST FOR PROPOSALS

- A. The VALE Program Administrator shall maintain a list of agencies and/or individuals that will receive the annual Request for Proposal (RFP).
- B. The VALE Board shall determine the amount of funds available for the pending grant cycle based upon financial reports prepared by and received from the Court Executive. The amount of funds available for annual awards will be published in the *RFP*.
- C. The VALE Board shall establish criteria for the funding of *all* grant awards, *including application requests solely for equipment, training or emergency situations*. This criteria shall be published in the *RFP* and apply to all grant applicants
- D. An announcement will be placed on the 17VALE.org website stating the purpose and the priorities identified by the 17th Judicial District VALE Board and as outlined in statute.
- E. The *RFP* will also be posted in the same locations as the public posting of meeting notices.
- F. The *RFP* shall be sent, through the mail or electronic mail, to known and to prospective applicants stating the purpose and priorities identified by the 17th Judicial District VALE Board and as outlined in statute. This includes victim service agencies, law enforcement agencies and appropriate county and community service programs.
- G. The application deadline will be determined by the Board at the annual business meeting. The application deadline date will be included in the *RFP* and will be no less than 30 days after the Request for Proposal has been issued, unless the VALE Board has determined that extenuating circumstances exist.
- H. The RFP announcement will be prepared and disseminated once a year by the VALE Program Administrator or designee no less than 30 days before the application deadline.
- I. The RFP will include the following components in addition to those previously

stated:

- 1) Starting date and length of grant cycle;
- 2) VALE Program Administrator's name, address and phone number;
- 3) Eligibility requirements to apply for funding;
- 4) Funding purpose and priorities as identified by the VALE Board and outlined in statute;
- 5) Amount of funds available;
- 6) Application deadline;
- 7) Criteria established by the VALE Board that is used to determine the funding of grant awards and statement that these criteria are applied to all grant applicants;
- 8) Eligibility requirements or criteria that apply specifically to continuation and new applicants.

1.4 WRITTEN APPLICATION

The VALE Board shall utilize a standardized grant application form, with clear and concise instructions, for all applicants seeking funding from the Board. The application for requesting funds for goods or services shall contain the following elements:

- A. The VALE Board shall utilize a standardized grant application form, with clear and concise instructions, for all applicants seeking funding from the Board. The application for requesting funds for goods or services shall contain the following elements:
 - 1) A problem statement from the applicant that is specific to the community the project will serve;
 - 2) General description of applicant agency;
 - 3) Statement substantiating or quantifying the need to be addressed by specific grant funded project / program service(s) / personnel;
 - 4) Description of specific project / program service(s) / personnel for which grant funding is requested.
 - 5) Identification of grant funded program / project primary purpose category

areas;

- 6) Description of grant funded services to be provided to identified underserved / underrepresented populations;
 - 7) Statements demonstrating cooperation, referrals and non-duplication of services with other victim services agencies in the community;
 - 8) A 501 C (3) tax-exempt certificate or evidence that application is in process (if the applicant is a non-profit agency);
- B. Goals and objectives of grant funded project that are measurable and specific, including;
- 1) A timeline and work plan for the grant funded project;
 - 2) Addressing anticipated challenges and / or problems;
 - 3) Identification of grant funded target population including geographic area for service delivery;
 - 4) Provision of service numbers specific to grant funded program / project;
 - 5) Information addressing how grant funded program / project service(s) / personnel will address cultural inclusivity;
 - 6) Information regarding outreach tool(s) available to crime victims specific to the grant funded program / project service(s) / personnel activity;
 - 7) Information addressing collaboration of grant funded program / project service(s) / personnel activity with other victim services agencies that provide services in the 17th Judicial District;
 - 8) Identification of anticipated challenges and outline of planned action specific to the implementation of grant funded program / project service(s) / personnel activity;
 - 9) Brief description of volunteer services to be utilized by the grant funded program and / or to deliver project service(s);
 - 10) Management plan for grant funded program / project service(s) / personnel activity / grant funds;
 - 11) Identification of grant funded program / project service(s) / personnel activity pursuant to applicable statutes;
 - 12) Provision of grant funded VRA Notifications and CVC Services, if applicable;

- 13) Documentation of required VRA and CVC training for grant funded personnel, including volunteers, if applicable;
- 14) A plan for assessing impact of grant funded program / project service(s) / personnel activity goals and objectives on the lives of crime victims addressing areas of Safety, Healing, Justice and / or Restitution.
- 15) A evaluation plan for grant funded program / project service(s) / personnel activity which includes types of service(s), number of victims to be served, time frame for providing services and identification of personnel providing services;
- 16) Brief description of agency strategies to address vicarious trauma for grant funded personnel and / or personnel providing direct victim service(s);
- 17) FOR CONTINUATION FUNDING REQUESTS:
 - a. Description of any grant funded program / project service(s) / personnel activity change(s), including budgetary changes, from the previous year's approved grant, and;
 - b. Random sampling of grant funded program / personnel Victim Impact Measurements from current six month funding period.
- 18) FOR NEW GRANT FUNDING REQUESTS:
 - a. If applicable, explanation addressing the source of current funding for requested grant funded program / project service(s) / personnel.
 - b. Reason(s) grant application budget line item(s) do not qualify as routine, ongoing operating expenses of agency.
- 19) Disclosure of current and future VALE and /or non-VALE funding sources for both agency victim services and for the grant funded budget line items requested in grant application;
- 20) Percentage grant funded program / project service(s) / personnel expenses are of total agency budget;
- 21) Comprehensive checklist for Financial Management requirements that documents demonstrable agency ability to comply with financial requirements;
- 22) Copy of agency Financial Review and /or Audit Report for most current completed fiscal year;
- 23) Information regarding future funding and / or sustainability plan for grant funded program / project service(s) / personnel;

- 24) Budget justifications for each budget categories (line items) requested for funding consideration as directly related to the provision of proposed grant funded program / project services;
- 25) Certification that agency is in compliance with C.R.S. §8-17.5-101 regarding public contracts;
- 26) Summation of Program / Project Budget requested for grant funding consideration;
- 27) Non-profit agencies are to provide a complete listing of Board of Directors and Key Officers;
- 28) Agency's classification and job descriptions of any personnel to be grant funded;
- 29) The resume of the program / project director for grant funded personnel / services;
- 30) A copy of the Code of Ethics utilized by requesting agency for grant funded personnel specific to the delivery of victim services;
- 31) A copy of grant funded program / project service(s) Victim Impact Measurement Tool to be utilized by agency;
- 32) Any requirements listed in the statute including the acknowledgment in writing that an agency or person(s) have read and understand the rights afforded to crime victims pursuant to C.R.S. §24-4.1-302.5 and the services delineated pursuant to C.R.S. §§24-4.1-303 and 24-4.1-304;
- 33) Specific signing authorities including authorized official, project director, and financial officer for grant funded personnel / services;
- 34) Statement which clarifies that applications submitted after the published due date will not be accepted;
- 35) Statement which clarifies that it is the applicant agency's responsibility to provide required and requested information in the grant application submitted and that failure to do so may negatively impact 17th Judicial District VALE funding consideration, up to and including denial of funding;
- 36) The Board will consider specific organizational requirements when making funding determinations. These organizational requirements include:
 - a. Capacity: Applicants must demonstrate that the agency and staff have the ability, expertise, and experience necessary to effectively provide the proposed services and administer the project.

- b. Non-Supplanting: VALE grant funds may not be used to supplant or substitute for state and /or local government funds that would otherwise be available for crime victim assistance services. Grant funds are intended to create, enhance or expand services.
 - c. Sound Financial Management: Each applicant is required to meet federal and state requirements for managing grant funds as they appear in the application. Applicants should be able to demonstrate substantial financial support from other sources and provide the VALE Board with a long-range funding plan for project continuation.
 - d. Financial Review: Documentation which focuses on the agency's financial management systems, policies, records and documentation that will assist the VALE Board in assessing the agency's capabilities of managing grant funds and adherence to grant terms, applicable cost principles and laws pertaining to grant funds received.
 - e. Ability to comply with VALE programmatic and financial reporting requirements.
 - f. Crime Victim Compensation: VALE grant funded programs must assure that crime victims are informed of the availability of Crime Victim Compensation.
 - g. Confidentiality: VALE grant funded agencies must comply with applicable confidentiality laws.
 - h. Colorado Victim Rights Act: VALE grant funded agencies must assure that all staff and volunteers have read and understand the Colorado Victim Rights Act and enabling legislation (C.R.S. §24-4.1-301 et seq.)
- 37) The standardized grant application used solely for scholarships, law enforcement equipment or training may be abbreviated at the discretion of the Board. At a minimum, an abbreviated standardized grant application form will contain sufficient information to adequately document the amount requested, the reason for the request, the recipient of funds, and a report of actual expenditures by the recipient.
- 38) Written grant application forms from all applicants seeking 17th Judicial District VALE funding are due by a date determined by the Board at the annual business meeting.

SECTION 2.0 GRANT REVIEW PROCESS

2.1 DECISION MAKING PROCESS: The VALE Board shall engage in a fair, impartial and equitable decision making process utilizing the criteria and funding priorities contained in the *Request for Proposal*, as established by statute and as set forth in the Board Policies And Procedures, under GRANT APPLICATION PROCESS Section 1.1 AREAS OF CONSIDERATION FOR FUNDING DETERMINATIONS.

2.2 SCREENING OF APPLICATIONS: The VALE Program Administrator, Grant Administrative Manager or Legal Advisor may not screen out any application. Only the VALE Board may determine if a grant is not eligible for funding.

The VALE Program Administrator, Grant Administrative Manager or Legal Advisor may review grant applications to determine the following:

- A. The completeness and compliance with the VALE statutes and VALE Board's Standards of the grant application.
- B. An assessment of whether the program / agency has met or unmet the evaluation criteria established by the VALE Board specific to substantive content of the application.

2.3 WRITTEN RECORD OF GRANT REVIEW PROCESS

- A. The VALE Board shall create a written record of the grant review process.
- B. The VALE Board shall vote on each application and a written record of the vote shall be preserved in the minutes of the meeting.
- C. The VALE Board shall designate from which fund, Victim Assistance or Law Enforcement, grant awards shall be made.

2.4 SUPPLEMENTAL GRANT APPLICATION INFORMATION

- A. The VALE Board may request a grant applicant to appear for a scheduled oral presentation to address specific questions / concerns regarding the grant application submitted for funding consideration.
- B. Grant applicants will be notified in writing of the day, date, time and place of the scheduled oral presentations fourteen (14) days prior to the scheduled oral presentation.
- C. The VALE Board may request supplemental grant application information to be provided in writing at any point in time during the grant application review

process by the grant applicant prior to consideration of funding determinations.

- D. The VALE Board will be provided written reports from the Grant Administrative Manager and /or the Program Administrator reflecting an objective evaluation of the grant application submitted, utilizing the standardized criteria established by statute, the VALE standards as well as addressing specific concerns that are determined to be relevant to funding consideration.
- E. The VALE Board may request an on-site review and evaluation of agency services being requested for funding consideration be conducted and documented by the Grant Administrative Manager and /or Program Administrator during the grant application review process. Grant applicants will be provided written notification five (5) business days before the scheduled on-site; VALE Board members may accompany the Grant Administrative Manager during the on-site evaluation.

2.5 APPLICATION FOR FUNDS BY THE DISTRICT ATTORNEY'S OFFICE, JUDICIAL ADMINISTRATOR'S OFFICE OR A VALE BOARD MEMBER

- A. VALE Board members or an agency in which a VALE Board Member has an interest may apply for funds and shall have the same opportunity to make written proposals and oral presentations as is afforded to any other grant applicant applying for the same funds. However, a conflict of interest shall be assumed and declared.
- B. Any staff member from the District Attorney's or Judicial Administrator's offices shall have the same opportunity to make written proposals and oral presentations as is afforded to any other grant applicant applying for the same funds. However, a conflict of interest shall be assumed and declared.
- C. The co-existence of (1) a legislatively mandated role of the District Attorney and his/her staff to lend support, assistance and legal advice to the VALE Board and (2) legislation that describes priority VALE funding for the implementation of the constitutional amendment for victim rights and certain victim services which can only be provided through the District Attorney's office provides an inherent conflict of interest.
- D. The co-existence of a legislatively mandated role of the Court Executive as the financial officer to the VALE Board and legislation that allows the Court Executive to apply for VALE funds for restitution collection programs provides an inherent conflict of interest.
- E. When a VALE Board member, agency in which a VALE Board member has a conflict of interest, District Attorney's office, or Court Executive's office makes application for funds, the respective Board member or staff member from the

applicant agency may not augment the written or oral presentation by making additional comments or answering additional questions after a written or oral presentation is completed. In this way, equal access to the VALE Board is assured for all grant applicants.

F. All members of the District Attorney's staff, Court Executive's staff or VALE Board members having an interest in an application with which he or she is affiliated shall leave the room during discussion and voting on the pertinent applications.

G. It is the responsibility of the VALE Board Chair to enforce this section.

2.6 DISCUSSION OF FUNDING DECISIONS: VALE Board members shall not discuss funding decisions with any grant applicant(s) until after all requests for reconsideration have been reviewed, unless discussion is required to make a funding decision.

2.7 ALLOCATION OF FUNDS FOR VALE GRANTS

A. All grants that provide victim and witness services, as described by C.R.S. § 24-4.2-103(5), shall be paid from the Victim Assistance portion of the VALE fund, even if a law enforcement agency is providing the services. Such grants shall comprise no less than 85% of the funds available for grants.

B. Grants that fund other law enforcement expenditures, as described in C.R.S. § 24-4.2-105(3) and 24-4.2-105(4.3) shall not exceed 15% of the funds available for grants.

C. Expenditures from the law enforcement portion of the VALE fund shall be for expenses that are directly related to the implementation of the rights afforded to crime victims pursuant to C.R.S. §24-4.1-302.5, and the provision of services delineated pursuant to C.R.S. §§ 24-4.1-303 and 24-4.1-304.

2.8 WRITTEN NOTIFICATION OF BOARD DECISIONS: Applicants shall be notified of all funding decisions, in writing, within fourteen (14) days of the VALE Board's review of the grant application. The notification will include specific information regarding the project title, amount approved, and duration of the grant cycle.

2.9 WRITTEN NOTIFICATION and DOCUMENTATION OF REASONS FOR DENIAL OR REDUCED FUNDING

A. Applicants shall be notified of any denied or reduced funding decision, in writing, within fourteen (14) days of the VALE Board's review of the grant application.

B. The VALE Board will provide the grant applicant, in writing, the specific reason(s) for denied or reduced funding, contingency of VALE fund

disbursements or approval of any modifications of budgets submitted with the grant application.

- C. Decisions of the VALE Board to deny or reduce funding, contingency of 17th Judicial District VALE fund disbursements or any modifications of budgets approved shall be recorded in the minutes of the VALE Board meeting.

2.10 FINAL FUNDING DECISIONS: Funding decisions shall not be final, and no disbursements of funds for the grants under consideration shall take place until the reconsideration process has been completed, unless at the discretion of the VALE Board, there are adequate funds available for successful reconsidered applications.

SECTION 3.0 RECONSIDERATION OF FUNDING DECISIONS

3.1 WRITTEN NOTIFICATION OF RIGHT TO RECONSIDERATION

- A. An applicant agency for which the VALE Board denies full funding of the original grant application request shall have the right to request the VALE Board for reconsideration of grant funding.
- B. The VALE Program Administrator shall inform the agency, in writing, of the procedures and deadline for requesting reconsideration. The agency will be given thirty (30) days from the date of the notification letter regarding denied or reduced funding of a grant application to submit a written reconsideration request.
- C. Applicants submitting a written reconsideration request will be notified in writing of the meeting date when the VALE Board will meet to review the request.

3.2 CONDITIONS FOR RECONSIDERATION REQUEST

- A. Agencies must submit a written request for reconsideration by the deadline given by the VALE Board.
- B. Requests for reconsideration must be based upon the applicant showing that, from the time of the initial grant application submission:
 - 2. New and/or different information is available regarding the reason(s) for funding denial that was not available prior to the grant application submission, and /or;
 - 3. A change of circumstance has occurred specific to the reason(s) for funding denial since the grant application submission.

- C. Requests for reconsideration submitted after the deadline will not be considered by the VALE Board.
- D. A request for reconsideration is limited to the reasons for which the application was denied funding.

3.3 BOARD MEETING REGARDING REQUESTS FOR RECONSIDERATION

- A. If the VALE Board has received a request for reconsideration, it will hold a special meeting within thirty (30) days of receiving the written reconsideration request. Notice of the special meeting will be supplied to VALE Board members as set forth in Article 4.3 of the By-Laws.
- B. The Chair may authorize a meeting to consider requests for reconsideration by telephone conference as appropriate.
- C. The Chair may impose such time limits during discussion on requests for reconsiderations as she/he deems appropriate.
- D. The VALE Board shall state the specific reasons for the full denial or the reversal of the full denial resulting in partial funding of a grant application after the reviewing the written request for reconsideration. The reconsideration process and the specific reasons for full denial or partial funding shall be reflected in the minutes.
- E. Funding decisions made at a reconsideration hearing shall be documented in the VALE Board meeting minutes and shall include the reason(s) for the final decision.

3.4 FINAL FUNDING DECISIONS

- A. After review of a written request for reconsideration, the VALE Board shall make a final decision regarding the funding of the grant application.
- B. The grant applicant shall be notified of the VALE Board's final funding decision, in writing, within fourteen (14) days of the meeting at which the decision was made.
- C. All decisions of the VALE Board shall be reflected in the VALE Board meeting minutes.

SECTION 4.0 ACCOUNTABILITY OF GRANT RECIPIENTS

4.1 WRITTEN AGREEMENTS (CONTRACTS) BETWEEN THE VALE BOARD

AND GRANT RECIPIENTS

- A. The VALE Board shall issue a written agreement (hereafter Contract) to the grant recipient for the purchase of goods or provision of services approved for payment from 17th Judicial District VALE funds.
- B. The Contract shall contain the following elements:
- 1) A statement of the purpose of the grant and the specific goods or services being purchased.
 - 2) The duration of the grant and the ability to amend the terms.
 - 3) The specific dollar amounts and line items approved by the VALE Board for 17th Judicial District VALE Grant funding.
 - 4) The payment schedule and a disclaimer stating that the grant is contingent upon the availability of funds.
 - 5) The procedure of the VALE Board for the timing, frequency, and percentage of VALE funds disbursed during the grant period.
 - 6) The requirement that funded agencies shall make written financial and programmatic reports at least semi-annually.
 - 7) The reporting requirements and consequences for non-compliance including the conditions under which a grant may be suspended or terminated for cause.
 - 8) The VALE Board's authority to ensure compliance with the terms and conditions including request of a written explanation of any perceived in discrepancies between that which is reported and the stated objectives.
 - 9) Any special conditions to the grant.
 - *10) A statement that all reports are required for review by the Board or the Board's administrative designee to verify expenditures prior to disbursement of encumbered funds.
 - 11) A statement that, if the grant award is for a scholarship / training event or equipment the funded agency may, at the discretion of the VALE Board, submit one financial and programmatic report.
 - 12) The policy of the VALE Board regarding the conditions of ownership of equipment or real property purchased with 17th Judicial District VALE funds and circumstances under which others may use the equipment or real property, or when ownership may be transferred. At the option of the VALE Board, ownership may be transferred to the funded agency with no further

conditions.

- *13) The policy of the VALE Board regarding changes to 17th Judicial District VALE grant funded personnel positions or program services. At the option of the VALE Board, funding of a personnel position or program service may be suspended or terminated depending upon the circumstances presented by the agency.
- *14) The policy of the VALE Board requiring all agencies receiving 17th Judicial District VALE Grant funds to adopt and submit a written Code of Ethics that assures ethical and impartial services as well as transparent and accountable business practices.
- 15) A statement that audit / financial statements may be requested by the VALE Board and the agency's books shall be available for review upon request;
- *16) The requirement that funded agencies must cooperate fully in mandatory on-site visitations conducted by a representative of the VALE Board.
- *17) Certification that agency is in compliance with C.R.S. §8-17.5-101 regarding public contracts.
- *18) Certification that agency agrees to comply with all applicable requirements of the American Disabilities Act (ADA) with respect to providing VALE funded program / project services with appropriate accommodations for all victims, witnesses and/or service providers.
- 19) The procedures of the VALE Board regarding on-site visitations, including written notification, follow-up reports and consequences for non-compliance.
- 20) The specific goals and objectives approved for 17th Judicial District grant funding for the duration of the funding period.
- 21) The signature of the authorized official, project director, financial officer and 17th Judicial District VALE Board chair. Signatures of the authorized official, project director and financial officer must be the same as those affixed to the original grant application.

**This information is not required pursuant to VALE Standards.*

- C. The Contract shall be completed and signed by all parties prior to the beginning of the grant award funding period.
- D. No funds shall be released to any grant recipient until a Contract has been signed by all appropriate parties.
- E. Any equipment purchased with 17th Judicial VALE funds must remain with the grant recipient. Equipment must be used for the purposes designated in the grant application. If the grantee has no further use for the equipment, this

information shall be given to the VALE Board, in writing, and the VALE Board shall determine what is to be done with the equipment.

- F. Grant recipients are required to notify the VALE Board, in writing, of any changes in the Contract signatories that takes place during the funding period. Changes in Contract signatories will be submitted by the requesting agency on a form provided by the VALE Program Administrator.
- G. The grant recipient shall notify the VALE Board of any personnel changes, or any changes in any position(s) as originally approved, during the funding period for positions funded by the VALE fund. Notice of any changes shall be provided to the Board in writing.
- H. The grant recipient shall notify the VALE Board of any program / project changes, or any changes in any service(s) as originally approved, during the funding period for service(s) funded by the VALE fund. Notice of any changes shall be provided to the Board in writing.

4.2 DISBURSEMENT OF FUNDS

- A. All awards are contingent upon availability of 17th Judicial District VALE funds.
- B. A formal written drawdown request affixed with the appropriate authorizing signature party will be prepared and given to the Court Executive for the release of all 17th Judicial District VALE funds.
- C. The VALE Board may delegate administrative authority to the Program Administrator to use a VALE Board Chair or Vice Chair signature stamp on formal written drawdown requests for the release of 17th Judicial District VALE funds with the documented approval of the VALE Board Chair or Vice Chair.
- D. Drawdown requests submitted to the Court Executive with the signature stamp of the VALE Board Chair or Vice Chair affixed will be reviewed and confirmed by the VALE Board Chair or Vice Chair via at the next scheduled meeting and will be included in the minutes of that meeting.
- E. The VALE Board will disburse funds in four quarterly installments. Disbursement of the first quarter period encumbered funds will be made on or about the beginning of the grant period upon receipt of a completed Contract unless determined by a majority vote of the VALE Board.
- F. The VALE Board may delegate to the VALE Program Administrator the authority to prepare a written authorization request to the Judicial Administrator for the disbursement of encumbered funds for each of the remaining three quarter periods upon review of the required Financial Reports which have been submitted in a timely and complete manner by the due dates and in the formats established by the Board and set forth in the signed Contract, and which

accurately verify Board expenses approved for the funding period.

- G. Exceptions to the quarterly disbursement pattern can be made by a majority vote of the VALE Board.

4.3 REPORTING REQUIREMENTS

- A. The VALE Board places a high value on consistent, fair, open and reasonable reporting and accountability by agencies receiving VALE Grant funds.
- B. All grant recipients shall provide Financial Reports on a quarterly basis. Narrative Reports will be required for the second and fourth quarter periods. All reports will reflect cumulative financial and statistical data up to, and including, the grant funding period being reported.
- C. All Reports shall be submitted on forms that are provided by the VALE Program Administrator, or designee, on behalf of the VALE Board.
- D. Incomplete, inaccurate and late reports may be returned to agencies for resubmittal with written notification regarding the possible impact to the disbursement of encumbered funds as set forth in the signed Contract.
- E. Exceptions to the standard Financial and Narrative Reporting schedule can be made by a majority vote of the VALE Board. At a minimum, each funded grant recipient will submit financial and narrative reports on a semi-annual basis.
- F. The VALE Board will conduct a full review of all required reports, including verification of expenses and grant-funded program activity, at a scheduled meeting.
- G. The VALE Board may request additional audit, financial review, other written documentation or oral communication by the agency regarding grant application funded services at any time during the grant funding period.

4.4 ON-SITE VISITATIONS

- A. All grant recipients will be required to cooperate in facilitating scheduled on-site visitations conducted by the Grant Evaluator as a condition of accepting 17th Judicial District VALE grant funds.
- B. Reasons for conducting an on-site visitation may include, but not be limited to:
 - 1) Periodic routine review of the agency's grant funded program(s) / project(s).
 - 2) Reviews of specific issues or items of interest.

- 3) Response to perceived problems or issues.
 - 4) Response to reporting compliance concerns or issues.
 - 5) Contact with new staff or new program(s) / project(s).
 - 6) Response to an agency request for assistance.
 - 7) Information gathering.
 - 8) Technical assistance.
- C. Grant recipients will be notified, in writing, fourteen days prior to a scheduled on-site visitation.
 - D. Any VALE Board member may accompany the Grant Evaluator to any scheduled on-site visitation.
 - E. A standardized written report form to be used for on-site visitations will be developed by the Grant Evaluator and approved by the Board; this report form will be reviewed and updated as needed at the Board's annual business meeting.
 - F. The Grant Evaluator will prepare a written report including the standardized form approved by the Board following each on-site visitation to be reviewed at the next scheduled meeting.
 - G. Grant recipients will be provided a copy of the written report following review by the VALE Board.
 - H. Grant recipients will be notified, in writing, and in accord with established VALE Board Policies and Procedures, of any decisions or actions taken by the VALE Board regarding funding status based upon the information obtained from an on-site visitation.

4.5 UNEXPENDED FUNDS BY GRANT RECIPIENTS

- A. If the grant recipient does not expend all of the monies within the funding period as specified in the Contract, the VALE Board may take any or none of the following actions:
 - 1) Extend the funding period of the contract;
 - 2) Approve a reallocation of grant funds; or
 - 3) Request that unexpended monies be returned.
- B. The grant recipient shall notify the VALE Program Administrator by November 1,

in writing, if there will be unexpended funds for the present funding period.

- C. All unexpended funds shall be returned to the VALE Board with the final financial report unless the grant recipient makes a request in writing for use of the funds beyond the funding period for reallocation or funding period extension and such request has been approved by the VALE Board.

4.6 SUSPENSION AND / OR TERMINATION FOR CAUSE: The VALE Board may suspend and / or terminate grant funded personnel or program services for non-compliance with any of the requirements listed in the Contract provided that:

- A. Determination of contract non-compliance is made by a majority of the VALE Board at either a regular or special meeting of the VALE Board.
- B. Notice of determination of contract non-compliance is mailed by certified mail within five working days after the determination of non-compliance is made by the VALE Board.
- C. The grant recipient is given an opportunity to respond to the determination to terminate grant funding prior to a final decision of termination by the VALE Board.
- D. A determination of non-compliance made by the VALE Board shall be reflected in the VALE Board meeting minutes.

SECTION 5.0 ANNUAL FINANCIAL AND PROGRAM REVIEW AND PLANNING

5.1 FINANCIAL REVIEW

- A. The VALE Board, assigned administrative staff within the District Attorney's office, and the Court Executive shall annually review and assess the effectiveness of 17th Judicial District VALE financial policies.

This review will take place during the first quarter of each year at the VALE Board's annual business meeting. This review shall be documented in the minutes and shall include, but not be limited to:

- 1) A review of the existing methods used by the Court Executive to determine the amount of 17th Judicial District VALE funds available for grant application requests.
- 2) An assessment of the accuracy of those methods used and the determination of funds available.

3) A review of the ability to meet existing unpaid obligations prior to making new financial commitments.

4) A review of unpaid obligations at the end of the grant cycle to determine which grant recipients will not utilize all of their funds. If any grant recipient has not requested, in writing, an extension of the grant period or for reallocation, those monies will be deobligated and returned to the appropriate fund.

- B. Unclaimed restitution will be maintained separately from Victim & Witness Assistance and Law Enforcement funds. A minimum amount of 10% of total unclaimed restitution funds will be held in reserve by the VALE Board. Unclaimed restitution will be the last funds allocated by the VALE Board in making disbursement decisions. Unclaimed restitution will be reviewed each year as a part of the VALE Board's annual financial review process. Review of the designated fund (CVC or VALE) to receive unclaimed restitution as determined by the VALE Board Chair, in consultation with the VALE Board and CVC Board Chair, in consultations with the CVC Board on or before December 1 of each year pursuant to statute. If the local VALE and CVC Boards cannot come to an agreement, the matter shall be referred to the Crime Victim Services Advisory Board.
- C. The VALE Board will retain a minimum of one quarter encumbered funds as reserve for the current funding period. The amount of funds to remain in reserve will be reviewed each year as a part of the VALE Board's annual financial review process.
- D. The VALE Board, designated staff within the District Attorney's Office and the Court Executive shall have a process by which encumbrances that are not utilized are periodically cleared, no later than three months following the end date of a grant period or scholarship award.

5.2 PROGRAM REVIEW

- A. The VALE Board, along with the assigned administrative staff from the District Attorney's Office shall conduct an annual program review that shall be documented in the meeting minutes. This review will take place during the first quarter of each year at the VALE Board's annual business meeting.

This review shall be documented in the minutes and shall include, but not be limited to:

- 1) The current grant application and review process.
- 2) The effectiveness of the grant application and reporting process for grant recipients.

- 3) An analysis of the services provided to victims within the district.
 - 4) A review of the funding priorities established by the VALE Board and published in the annual *Request for Proposal*.
- B. The VALE Board shall use this review to amend the policies and procedures as appropriate.

SECTION 6.0 RECORDS RETENTION

6.1 PROGRAM RECORDS: The following schedule of records retention is approved by the VALE Board. Records may be maintained for a period longer than set forth herein by a majority vote of the VALE Board or by direction of the District Attorney or the Colorado Division of Criminal Justice.

The times stated are minimum times for maintaining records.

- | | |
|--|-----------------------|
| A. Minutes of VALE Board meetings: | Permanent |
| B. Statewide VALE Reports received from DCJ: | Permanent |
| C. Annual Program Reports: | Permanent |
| D. VALE Grant Applications approved for funding: | Seven years + current |
| E. Narrative reports from grant recipients: | One year + current |
| F. VALE Grant Applications denied for funding: | One year + current |
| G. Public Notice of Meetings | One year + current |
| H. General correspondence: | One year + current |

6.2 FINANCIAL RECORDS: The following schedule of records retention is approved by the VALE Board. Records may be maintained for a period longer than set forth herein by a majority vote of the VALE Board or by direction of the District Attorney or the Colorado Division of Criminal Justice. The times stated are minimum times for maintaining records.

- | | |
|---|-----------------------|
| A. All Financial Reports received from the Judicial District Administrator: | Permanent |
| B. Court Executive disbursement requests: | Permanent |
| C. Annual Request for Proposal: | Permanent |
| D. Contracts for approved grant applications: | Seven years + current |

E. Financial reports from grant recipients: Seven years + current

6.3 PROGRAM LISTING: The VALE Program Administrator or designee will maintain, and annually update, a listing of all grant recipients currently receiving 17th Judicial District VALE funds.

SECTION 7.0 INFORMATION FOR THE DIVISION OF CRIMINAL JUSTICE

7.1 REPORTS: The VALE Program Administrator or designee shall send to the Colorado Division of Criminal Justice an annual report on the forms provided pertaining to the activities of the VALE Board. This will include a copy of the budget and actual expenditures of the 17th Judicial District administrative fund.

SECTION 8.0 PROCESS TO AMEND THE POLICIES AND PROCEDURES

8.1 AMENDING THE POLICIES AND PROCEDURES: These Policies and Procedures may be amended at any regular or special meeting of the VALE Board by an affirmative vote of at least three-fifths of the appointed members provided that a minimum of five working days notice of the proposed amendment(s) has been given to all VALE Board members. Written documentation will be kept of the dates of review, revision and amendments made to the Policies and Procedures of the VALE Board.

17th JUDICIAL DISTRICT
VICTIM & WITNESS ASSISTANCE
AND LAW ENFORCEMENT

POLICIES AND PROCEDURES SIGNATURE PAGE

THESE POLICES AND PROCEDURES SUPERSEDE PREVIOUS POLICIES
AND PROCEDURES AND SHALL REMAIN IN EFFECT UNTIL AMENDED
OR ABOLISHED.

Date of Adoption _____

VALE Board, Chair _____

Terrance O'Neill
Name Printed

VALE Board Member _____

Mary Ann Cushing
Name Printed

VALE Board Member _____

Thomas Trunnell
Name Printed

VALE Board Member _____

Steven Higgins
Name Printed

VALE Board Member _____

Shalene Flynn
Name Printed

17th JUDICIAL DISTRICT VICTIM & WITNESS ASSISTANCE AND LAW ENFORCEMENT GLOSSARY OF TERMS

APPLICANT

An agency or individual that has formally applied and has been approved for funding from the 17th Judicial District VALE Board.

AUTHORIZED OFFICIAL

The person who is, by virtue of such person's position, authorized to enter into contracts for the grant recipient.

If the funded agency is a:

State Agency
City
County
Sheriff's Department
Police Department
Courts
District Attorney's Office
Private non-profit agency
School district

Then the Authorized Official may be the:

Department or Division Director
Mayor or City Manager
Chairperson of the County Commissioners
Chairperson of the County Commissioners
Mayor or City Manager
Chief Judge
District Attorney
President or chairperson of the board of directors
Superintendent

COLORADO BUREAU OF INVESTIGATION (CBI)

COLORADO COALITION AGAINST DOMESTIC VIOLENCE (CCADV)

Membership organization serving the state of Colorado regarding domestic violence related matters.

COLORADO COALITION AGAINST SEXUAL ASSAULT (CCASA)

Membership organization serving the state of Colorado regarding sexual assault related matters.

COLORADO DEPARTMENT OF CORRECTIONS (DOC)

COLORADO DEPARTMENT OF JUSTICE (DOJ)

COLORADO DEPARTMENT OF PUBLIC SAFETY (DPS)

The central agency where the Division of Criminal Justice is located.

COLORADO DISTRICT ATTORNEY'S COUNCIL (CDAC)

COLORADO DIVISION OF CRIMINAL JUSTICE (DCJ)

The Colorado state criminal justice planning agency that oversees the disbursement of state VALE funds, state and federal crime victim compensation funds. Also collects and compiles reports from each local judicial district for both VALE and compensation funds to submit to federal agencies and the state legislature.

COLORADO OPEN MEETINGS LAW

State legislation that provides that the formation of public policy is public business and may not be conducted in secret (C.R.S. 24-6-401 and 402.)

COLORADO ORGANIZATION OF VICTIM ASSISTANCE (COVA)

Membership organization of victim service providers serving the state of Colorado.

CONSTITUTIONAL AMENDMENT REGARDING VICTIMS RIGHTS (VRA)

Legislation (Colorado Revised Statute 24-4.1-301) passed by the Colorado General Assembly that sets forth rights for victims of specific crimes and mandates specific services to be provided by components of the criminal justice system.

CONTRACT

Written agreement signed by the VALE Board chair and a grant recipient that specifies the purchase of goods or provision of services to be paid for by local VALE funds.

COORDINATING COMMITTEE

The governor appointed Victims' Compensation and Assistance Coordinating Committee whose responsibilities include reviewing violation complaints of standards and implementation of the victims rights amendment.

CASA

Court Appointed Special Advocate

CRIME VICTIM COMPENSATION (CVC)

A program created by statute, administered through the district attorney's office and governed by three appointed board members, that provides financial assistance to victims of crime in cases reported to law enforcement agencies. There are twenty-two Crime Victim Compensation programs throughout the state of Colorado.

C.R.S.

Colorado Revised Statute

D.A.

Elected District Attorney

DV

Domestic Violence

ENDING VIOLENCE AGAINST WOMEN (EVAW)

Statewide educational project focused on multi-disciplinary training for law enforcement and prosecution regarding coordinated sexual assault and domestic violence response.

ENCUMBRANCE

An unpaid obligation that has not yet been paid and that the VALE Board is legally obligated to pay because it has ordered something, or has entered into a contract, a written letter of agreement or a purchase order for services, training or equipment.

FINANCIAL OFFICER

The person who is responsible for all financial matters related to a grant funded program and has

responsibility for the accounting, management of funds, verification of expenditures, audit information and financial reports. The person who actually prepares the financial reports may be under the supervision of the Financial Officer. The Financial Officer must be a person other than the Authorized Official or the Project Director of the grant.

FUND

All monies paid as a surcharge levied in criminal actions pursuant to 24-4.2-104, as well as any federal or state monies that may be received from the governor of Colorado for the purpose of assisting victims of and witnesses to crime.

INTEREST INCOME The amount accrued from the state VALE funds.

JD Judicial District

LE Law enforcement

LE AGENCIES: Law enforcement agencies serving the 17th Judicial District are as follows:

- | | | | |
|--------------|-----------------------------------|-------------|-----------------------------------|
| ACSO | Adams County Sheriff's Department | CSP | Colorado State Patrol |
| AURPD | Aurora Police Department | FHPD | Federal Heights Police Department |
| ARVPD | Arvada Police Department | NGPD | Northglenn Police Department |
| BRMPD | Broomfield Police Department | TPD | Thornton Police Department |
| BRIPD | Brighton Police Department | WPD | Westminster Police Department |
| CCPD | Commerce City Police Department | | |

LOCAL BOARDS

The term used to refer to the twenty-two local VALE Boards throughout the state of Colorado.

MOTHERS AGAINST DRUNK DRIVING (MADD)

Membership organization serving the state of Colorado regarding drunk driving related matters.

NATIONAL ORGANIZATION OF VICTIM ASSISTANCE (NOVA)

Membership organization of victim service providers throughout the nation.

OFFICE FOR VICTIMS OF CRIME (OVC) Located in Washington, D.C.

PD

Police department / public defender / probation department

PROJECT DIRECTOR

The person who has direct responsibility for the implementation of the grant funded project. This person should combine knowledge and experience in the project area with ability to administer the project and supervise personnel. He/she shares responsibility with the Financial Officer for seeing that all expenditures are within the approved budget. This person will normally devote a major portion of his/her time to the project and is responsible for meeting all reporting requirements. The Project Director must be a person other than the Authorized Official or the Financial Officer.

QUORUM

A quorum is at least three of the five appointed members of the Victim & Witness Assistance and Law Enforcement (VALE) Board.

REQUEST FOR PROPOSAL (RFP)

Formal written announcement stating the purpose and availability of local VALE funds.

REVENUE

All fees ordered by the court, accrued interest, contributions or donations.

UNPAID OBLIGATION

An encumbrance that has not yet been paid and that the VALE Board is legally obligated to pay because it has ordered something, or has entered into a contract, a written letter of agreement or a purchase order for services, training or equipment.

UNCLAIMED RESTITUTION

Restitution that has been remitted to the County Clerk’s office and has remained unclaimed by the designated victim(s) for two years.

V

Victim

VICTIMS OF CRIME ACT (VOCA)

Program created by federal statute and administered through the Colorado Division of Criminal Justice. Source of federal crime victim compensation funds to assist victims and witnesses of crime in each local judicial district. Local crime victim compensation boards are eligible to receive funds according to the federal fiscal year which is October 1 through September 30.

VIOLENCE AGAINST WOMEN ACT (VAWA)

Program created by federal statute and administered through the Colorado Division of Criminal Justice. Source of federal crime victim compensation funds to assist victims and witnesses of crime in each local judicial district. Local crime victim compensation boards are eligible to receive funds according to the federal fiscal year which is October 1 through September 30.

W

Witness