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

POLICIES AND PROCEDURES

BOARD MEMBERS:

Andrea Schiola
Betsy Westbrook
Steven Higgins
Kati Behrens
Jessica Jessen

Appointed by the Chief Judge
Kyle Seedorf

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VICTIM & WITNESS ASSISTANCE AND LAW ENFORCEMENT

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SECTION 1.O
GRANT APPLICATION PROCESS

1.1 REQUEST FOR PROPOSALS/PUBLIC NOTICE

A. The VALE Program Administrator shall provide notice to agencies, individuals and prospective applicants that will receive a *Request for Proposal (RFP).* An announcement will be placed on the 17VALE.org website stating the purpose and the priorities identified by the Board. Additionally, the *RFP* will be posted in the same locations as the public posting of meeting notices.

B. The VALE Board shall determine the amount of funds available for the pending grant cycle based on financial reports received from the Court Executive.

C. The VALE Board shall establish criteria for the funding of all grant awards including application requests solely for equipment, training, or emergency situations. These criteria shall be published in the *RFP* and apply to all grant applicants.

D. The RFP will contain the following components in addition to those previously stated:

1. Starting date and length of cycle.
2. VALE 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, which will be no less than 30 days after the *RFP* is issued, unless the Board determines that extenuating circumstances exist.
7. Criteria and funding priorities established by the Board to determine the funding of awards, and statement that these criteria are applied to all grant applicants.
8. Eligibility requirements or criteria for funding that apply specifically to continuation and new applicants.

1.2 FUNDING PRIORITIES

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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 been 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. All due dates and grant application forms for program/project services will be determined by the Board at the annual business meeting and will be considered for the following:

    1. Funds that provide direct services designed to support the activities or victim service providers and/or positively impact the delivery of direct victim services.

    2. The purchase/lease of equipment, including technical equipment, directly related to the immediate individual physical safety of crime victims.

    3. Registration fees and expenses for lodging, travel and meals of in-state training opportunities specifically directed toward delivery of services to crime victims; and for the actual cost of providing 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.

    4. Agencies providing direct emergency assistance to victims, which falls under general purpose areas listed in C.R.S. §24-4.2-105 (a-m).

E. Grant application requests submitted by faith-based agencies, that provide

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inherently religious services when the agency provided verification that the following conditions are in place:

1. Religious activities of the agency are privately funded and separate in either time or place from the VALE grant funded services provided.

2. The victim's participation in religious activities is voluntary and lack of participation in no way affects their ability to receive VALE grant funded services.

1.3 WRITTEN APPLICATION

A. The VALE Board shall utilize a standardized grant application form, found in Zoomgrants.com, 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 the applicant agency.

3. Description of specific project/program service(s)/personnel for which grant funding is requested.

4. Goals and Objectives of grant funded project that are measurable and specific.

5. A timeline and work plan for the grant funded project.

6. A budget request and budget narrative that includes an explanation and justification for the requested items.

7. A description of the entire victim assistance budget of the applicant agency that includes all funding sources.

8. A plan for evaluation of the services requested to be funded.

9. Statements demonstrating cooperation, referrals, and non-duplication of services with other victim services agencies in the community.

10. A 501C (3) tax-exempt certificate or evidence that application is in process (if applicant is a non-profit organization).

11. Any requirements listed in the statute including acknowledgement in writing

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that an agency or person(s) have read and understand the rights afforded to crime victims pursuant to CRS 24-4.1-302.5 and the services delineated pursuant to CRS 24-4.1-303 and 24-4.1-304.

12. Specific signing authorities including authorized official, project director, and financial officer.

1.4 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.

SECTION 2.0
GRANT REVIEW PROCESS

2.1 DECISON MAKING PROCESS

A. 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. The VALE Board shall include in their considerations the following:

1. Eligibility and funding priorities established by legislation and standards governing the VALE Board.

2. The degree to which it is determined that the application meets state and local requirements regarding intended use of funds, taking into consideration geography, population, need and available resources.

3. 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.

4. The quality of the grant proposal and completeness of the information provided in the application.

5. Ability of the 17th Judicial District VALE fund to meet existing unpaid obligations in the future prior to making new financial commitments.

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2.2 SCREENING OF APPLICATIONS

A. The VALE Program Administrator or Legal Advisor may not screen out any application. Only the VALE Board may determine if a grant is not eligible for funding. They may however, review grant applications to determine the following:

1. The completeness and compliance with the VALE statutes and VALE Board's Standards of the grant application.

2. Whether the program/agency has met or not met the evaluation criteria established by the VALE Board specific to substantive content of the application.

3. The VALE Board shall vote on the applications and a written record of the vote shall be preserved in the minutes of the meeting.

2.3 SUPPLIMENTAL 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. The applicants will be notified in writing of the day, date, time and place of the scheduled oral presentation fourteen (14) days prior to the scheduled appearance.

B. 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 determination.

C. The VALE Board will be provided written summary from the Grant 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.

2.4 DISCUSSION OF FUNDING DECISIONS

A. VALE Board members shall not discuss funding decisions with any grant applicant until after all requests for reconsideration have been reviewed unless discussion is required to make a funding decision.

2.5 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

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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.

D. Written applications from the District Attorney's Office, Court Executive Office, VALE Board member, or agency in which a VALE Board member has an interest or an affiliation with an applicant agency 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. In such cases a conflict of interest shall be assumed and declared. 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 be excused from the meeting during discussion and voting on the pertinent application. Additionally, they may not augment the written or oral presentation by making additional comments or answering additional questions after a written or oral presentation is completed.

2.6 WRITTEN NOTIFICATION OF BOARD DECISIONS

A. 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.

2.7 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, with the specific reason(s) for denial 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.

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2.8 FINAL FUNDING DECISIONS

A. 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 3.1
RECONSIDERATION OF FUNDING DECISIONS

3.1 WRITTEN NOTIFICATION OF RIGHT TO RECONSIDERATION

A. An applicant agency for which the VALE Board denies full funding shall have the right to request a reconsideration of the application.

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 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:

1. New/different information is available regarding the reason(s) for funding denial that was not available prior to the grant application submission, and/or;

2. A change of circumstances 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

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denied funding.

3.3 BOARD MEETING REGARDING RECONSIDERATION REQUESTS

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 of the By-Laws.

B. The Chair may authorize a meeting to consider requests for reconsideration by telephone conference as appropriate and impose time limits during discussion as they deem appropriate.

C. The VALE Board shall state the specific reasons for the full denial or the reversal of the full denial resulting in full/partial funding of a grant application after reviewing the written request for reconsideration or holding a special meeting.

D. The reconsideration process and the specific reason(s) for full denial or partial funding shall be reflected in the 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. The Contract shall be completed by a date determined by the board, and 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 amount including the payment schedule and a disclaimer stating that the grant is contingent upon the availability of funds.

4. Any special conditions to the grant.

5. The reporting requirements and consequences for noncompliance including the conditions under which a grant may be suspended or terminated for cause.

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6. The requirements that funded agencies shall make written financial reports quarterly and programmatic reports at least semi-annually.

7. 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.

8. 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.

9. The procedure of the VALE Board for the timing, frequency and percentage of VALE funds disbursed during the grant period.

10. The signature of the authorized official, project director, financial officer and 17th Judicial District VALE Board chair. The signatures of the authorized official, project director and financial officer must be the same as those affixed to the original grant application.

4.2 DISBURSEMENT OF FUNDS

A. All awards are contingent upon availability of 17th Judicial District VALE funds.

B. The VALE Board will disperse funds quarterly upon receipt of the financial invoice, and after verification/confirmation by staff of the accuracy of the required Financial Reports. The reports must be 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.

C. A formal written drawdown request affixed with the appropriate authorizing signature/s will be prepared and given to the Court Executive for the release of 17th Judicial District VALE funds.

D. The VALE Board delegates authority to the VALE Program Administrator to prepare and approve all written authorization requests for disbursement of Victim / Witness Funds for encumbered VALE grant funds. The VALE Board Chair may sign in the Program Administrator's absence.

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

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4.3 REPORTING REQUIREMENTS

A. All grant recipients shall provide Financial Reports on a quarterly basis. Narrative Reports will be required for the second and fourth quarter periods.

B. All Reports shall be submitted on forms that are provided by the VALE Program Administrator, or designee, on behalf of the VALE Board.

C. 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.

D. 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 reports quarterly and narrative reports on a semi-annual basis.

E. 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 as a condition of accepting 17th Judicial District VALE grant funds. Reasons for conducting an on-site visitation may include, but not limited to:

1. Periodic routine review of the agency's grant funded program(s)/project(s).
2. Reviews of specific issues or items or 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.

B. Grant recipients will be notified, in writing, fourteen days prior to a scheduled on-site visitation. Any VALE Board member and/or designee may complete a scheduled on-site visitation.

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4.5 UNEXPENDED FUNDS BY GRANT RECIPIENTS

A. If the grant recipient does not expend all the monies within the funding period, as specified in the contract, the funds shall be de-obligated. If the recipient makes a request for reallocation of funds, the Board may consider granting the request, rather than de-obligation. The request must be in writing and submitted to the Program Administrator by the date determined by the Board and reflected in the contract.

4.6 SUSPENSION/TERMINATION FOR CAUSE

A. 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:

1. Determination of contract non-compliance is made by a majority of the VALE Board at either a regular or special meeting.

2. 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. This notification will include specific information regarding the reason(s) for the Board determination.

3. The grant recipient will be given an opportunity to respond, within thirty (30) days, to the notice of determination of non-compliance, before a final decision of termination by the VALE Board is made. The recipient's response shall address the specific concerns raised by the Board.

4. The VALE Board shall have 30 days to make a final determination upon receipt of the recipients' response. Any decision 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 office, and the Court Executive shall review and assess the effectiveness of the 17th Judicial District financial policies at least annually. The review shall be documented in the minutes and shall include, but not be limited to:

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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, a reallocation, those monies will be de-obligated and remain in the fund.

5. Unclaimed restitution will be maintained separately from Victim & Witness Assistance and Law Enforcement funds. 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.

6. The 17th JD VALE grant program uses a cash-based system. Therefore, the amount of revenue received in the current year is the basis for the amount of funds granted the following year. The Board will assess the amount of revenue received to date, plus project the remaining revenue to the end of the year when determining the amount of funds to grant the following calendar year.

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 annually, 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.

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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

PROGRAM AND FINANCIAL RECORDS

A. 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 are minimum times for maintaining records.

Minutes of VALE meetings	Permanent
Financial Records	7 years +current
VALE Grant applications and contracts for grants that are approved for funding	7 years +current
VALE Grant applications that are denied for funding	1 year +current
Correspondence	1 year +current
List of current grant recipients	Updated annually and retained through the funding period

SECTION 7.0
REPORTS FOR THE DIVISION OF CRIMINAL JUSTICE

A. 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
ADOPTION AND AMENDMENT OF POLICIES AND PROCEDURES

A. The VALE Board shall adopt Policies and Procedures that are set forth in writing, dated and approved by a majority vote. They 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. Staff may correct formatting errors and typos at any time to provide internal consistency without going through the above amendment procedure.

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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 **March 18, 2026**

VALE Board, Chair Signed by: Betsy Westbrook CA92A053226B47D...

Betsy Westbrook
Name Printed

VALE Board, Vice Chair Signed by: Jessica Jessen F1D4BB1DEC5F4FA...

Jessica Jessen
Name Printed

VALE Board Member Signed by: Andrea Schiola 99E6C014E9A14FB...

Andrea Schiola
Name Printed

VALE Board Member Signed by: Kati Behrens 89EF67758F0C479...

Kati Behrens
Name Printed

VALE Board Member DocuSigned by: Steven Higgins C6835E3C73B249E...

Steven Higgins
Name Printed

COLORADO REVISED STATUTES

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

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24-4.1-301	Constitutional Amendment Regarding Victims' Rights Enabling Legislation
24-4.1-100	Crime Victim Compensation