

**GUIDELINES FOR SUBMISSION OF VICTIM & WITNESS
ASSISTANCE AND LAW ENFORCEMENT FUND
GRANTS AND CONTRACTS
FOURTH JUDICIAL DISTRICT**

The Victim & Witness Assistance & Law Enforcement fund has been created specifically for the purpose of supporting and assisting victims and witnesses of crime. The program works under the authority of C.R.S. 24-4.2-101.

The VALE board is authorized to enter into contracts for the purchase and coordination of victim and witness assistance services. **The priority use for moneys in the fund shall be the implementation of the rights afforded to crime victims pursuant to section C.R.S. 24-4.1-302.5 and the provision of the services delineated pursuant to sections 24-4.1-303 and 24-4.1-304 related to all crimes as defined by section 24-4.1-302(1).** Services may also include the following: crisis intervention, phone lines for victim assistance, referral services, education about the criminal justice system, property return, victim notification regarding the case progress and defendant's case status, intercession with employers, transportation assistance to the elderly or disabled victim, translator services, waiting rooms for victims and witnesses, counseling during the court process, protection from threats of harm, assistance to child victims who are involved in criminal proceedings, and intervention and prevention programs for children.

The board shall accept and evaluate applications from police departments, sheriffs' departments, the district attorney, and other programs requesting grants for the following purposes, including, but not limited to, purchase of equipment, training programs and additional personnel 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 sections 24-4.1-303 and 24-4.1-304. Equipment that may be purchased with such moneys includes technical equipment directly related to the immediate individual physical safety of crime victims. Such funds shall not be used for defraying the costs of routine and ongoing operating expenses.

Grant funds may not be used to attend out-of-state conferences. Grant funds may only be used to attend in-state training/conferences specifically directed toward the delivery of services to crime victims.

State agencies may not apply for VALE funds, with the exception of: a) the court administrator for each judicial district for the purpose of collecting and disbursing restitution owed to victims and b) the local probation department may apply for grants for the purpose of implementing the rights of victims pursuant to 24-4.1-303 section 13.5.

Contracts will begin on January 1, 2010 and will run for twelve months. Contracts will be funded on a quarterly or lump sum basis (for equipment only). Financial progress reports and narrative reports will be due on April 30th, July 30th, October 30th, and January 30th, unless otherwise specified in your contract.

The 2010 application has been revised do not use your 2009 application.

Computer generated applications must be identical to the official application as to form and sequence of questions. Applications must be typewritten or computer generated and use a minimum of 11 point font. Do not exceed 10 pages (This does not include the 2 financial spreadsheets or your attachments).

All grant applicants will be required to make an oral presentation to the VALE board during September and October. You may sign up for a date and time when you pick up your grant application or call the number listed below.

Oral Presentation guidelines: Oral presentations will be limited to two people the project director and the executive director. Do not bring clients or victims to your presentation. You will be given 5 minutes for your presentation then 10 minutes for Board questions.

All new grant recipients will be required to attend a brief training on victim rights and victim compensation. This training will be scheduled individually with each new agency.

All grant recipients will be subject to the terms and conditions set by the local VALE board.

The VALE Board reserves the right to conduct site visits with any agency applying for or receiving funds from VALE.

Applications are due by July 8, 2009. Applications received after 5:00 p.m. on July 8, 2009 will not be eligible for consideration. Faxed or e-mailed applications are not accepted.

Please complete the application and **mail or drop off the original and six copies** to:

Kelly Kissell
District Attorney's Office
105 E. Vermijo, Suite 111
Colorado Springs, CO 80903
(719) 520-6211

Further application instructions for specific questions on the 2010 application.

- III. Amount Requested
Enter the total amount of funds requested under this proposal from the VALE Board (not including any matching funds). Please round your request to the nearest dollar.

- IV. Non-profit status refers to whether or not your agency has a 501(c)(3) designation from the IRS. An agency should note if they are in process and working on getting the designation but has not yet received their IRS determination letter.

Section A:

1. **Description of the Applicant Agency**
Briefly describe your purpose or mission statement, the year of establishment, services offered by the agency, the specific services provided to crime victims by your agency.
2. **Problem Statement**
Use statistics and/or local data (such as crime statistics) to sufficiently justify the need for the project. Include the number and types of crime victims served by your agency. Remember we are asking about problems in the community, not your agency's problems, such as lack of money. If you give statistics, make sure you identify the source of your information. If you say a certain number of people are in need of the services you provide in your community, let us know how you came up with that number.
3. **Project Description**
Please describe (in more detail than #1) the project that will be supported with these funds. Include a description of the services and activities that your agency will provide. Remember, you should only ask for funding for a project that serves crime victims. We will not provide funds to projects that do not propose to serve crime victims as set forth by C.R.S 24-4.1-302.5, 24-4.1-303 and 24-4.1-304.
4. **Goals and Objectives**
A goal is a broader statement, the end toward which effort is directed, it tends to be more general. Objectives explain how the goal will be accomplished. They are very specific in action and time, and are measurable and achievable. You can use the "SMART" guideline for objectives. They should be:
Specific
Measurable
Action-Oriented
Realistic
Time Specific
5. **Work Plan**

Please provide a detailed project work plan and timetable indicating tasks to be accomplished, by when and by whom. Our purpose in asking this question is to be sure that you have a realistic plan in place for implementing your project.

6A and B. Predicted problems.

Every project will encounter some challenges. The Board is interested in knowing the anticipated problems specific to your project (e.g. barriers to victims coming in for services, lack of community understanding of your services, etc.) and how you plan to overcome those challenges and have a successful project.

7. A. How project addresses the Colorado Victim Rights Act.

The Board wants to know what services you will provide that are mandated in the Victim Rights Act. Our priority under CRS, as described in the guidelines, is the implementation of victim rights and the provision of services to victims. **Applicants that do not address this statutory priority will be given low funding priority under this grant cycle.**

B. Law Enforcement Agencies only answer this question.

Describe how your project will ensure the implementation of victim rights and provision of victim services as required by statute?

C. Definition of a Victim

For the purposes of receiving your services, who is a victim?

Section B:

1. Describe the population and geographic area targeted.
Describe what counties, cities, and regions you will serve in this project. Provide data on the population and its composition (demographics).
2. Describe program's culturally appropriate services.
Is written information available in languages besides English? Do you have bilingual staff? What languages are services available in? Does your staff receive diversity training? How often?
3. A. This refers to the time period January 1, 2010 - December 31, 2010.
B. This refers to the time period January 1, 2009- December 31, 2009.
4. This is a way for the Board to compare your cost effectiveness with other agencies submitting proposals. You can calculate the cost per client in a variety of ways, just be sure to justify it. Probably the easiest way is to take the total program cost divided by the number of people served, but that may not be the best way for your agency to determine cost.
5. In what ways does your program provide necessary, quality victim services for the lowest cost possible?

6. A. What other agencies provide similar services to crime victims in your area?
- B. How are your services different than theirs? How do you coordinate to reduce the possibility of duplication of services? What is the nature and extent of your collaboration with these other agencies?

Section C:

1. Evaluation

Please refer to your goals and objectives section to determine your evaluation measures. For example, you may track and report to VALE the number and types of victims served, what services you provided to them, and their satisfaction with those services.

2. Client Satisfaction

It is very important to the VALE Board that the services you provide are client-centered, not agency-centered. We need some way of knowing that you are evaluating your program and making changes if necessary based on client feedback.

Section D:

In general, you should keep in mind the constitutional amendment is the reason the VALE funds exist. It is critical that all your staff and clients understand what rights are afforded to victims in Colorado.

Section E:

1. If your request is increasing, you need to justify the reasons for the increase. For example, you may be including a cost of living or market adjustment increase in salary. In this section, state that the salary increase is due to a ___% adjustment. Maybe you are expanding your program to include another previously underserved area. Justify the need for the expansion in your application and state here why the increase is needed to support the expansion. If the cost of your phone service has increased, state that here. Whatever the reason for the increase, you should fully explain that here.
2. Will your VALE request provide full financial funding for your victim services program? If not, list what other (cash) funding sources you anticipate having for the program January 1, 2010 - December 31, 2010. This could be a county or city government, another grant source (VOCA for example), or others. Make the best estimate you can if you have not already received notification of the amount you will be receiving (you can base it on your previous award amounts if applicable).
3. This is a table to list **all** funding sources for your program. This will replace one of the budget attachments that were required in previous years. The table should include

all of the revenue (**including sources and amount**) for your entire budget for victim services. We recognize that many agencies have victim services as only a part of what their whole agency does (for example, law enforcement). We are not asking for your entire agency's budget; unless of course, your entire agency's budget is the same as your victim assistance budget (i.e. that is all you do as an agency). Be sure to include funding from all sources (i.e. donations, VOCA, VAWA, any other grants, etc.). Also include in this list donations of money from individuals, such as in a direct mail campaign or fundraisers, value of donated equipment or supplies, value of volunteer hours that will be worked on this project, etc. (January 1, 2010-December 31, 2010). Additional rows may be added to the table if necessary.

4. Some agencies serve clients in more than one judicial district so they may be applying to other VALE Boards for funding for the services they provide in other districts.
5. Some agencies have fees for services. Using your fee schedule and the anticipated number of clients you will serve in 2010 (under Section B, question 3A), determine how much money your agency will bring in from client fees.
6. Most projects will need to answer this question. The only projects that would not continue are those that only plan on being operational for the calendar year 2010.
7. The Board will want to know in advance if you anticipate any reasons for a late quarterly report. For example, in large agencies the accounting system may take longer to process your expenditures related to the grant.
8. This table refers to a comparison of 12 months of funding in 2009 and what you are requesting for 12 months of funding in 2010. The first column of this table is for continuation applicants only. **If you are requesting personnel there needs to be a breakdown/percentage of how much of that person's total salary and benefits you are requesting for each position requested.**
9. This table refers to your overall agency victim assistance budget and you do not need to list your funding sources on this chart. The comparison should be your overall budget for 12 months in 2009 and your anticipated budget for 12 months in 2010. The funding sources should be explained in Section E, question # 3.
10. Additional comments are not necessary, but you may make them if there is something you need to address that was not addressed in the rest of the proposal.

Attachments:

A. Budget Narrative:

You will need to justify why you need the items in your budget. This narrative should include any costs for promotional items for your project. Good narratives describe for each category:

- Illustrate your basis for calculation

- Describe why the request is necessary to accomplish your stated goals and objectives
 - Have numbers that match the budgets provided elsewhere in the grant application (double check this)
 - If necessary, expand upon your explanation in Section E, question 3 about differences in your request from last year.
 - For personnel include the percentage of each salary requested for each position.
- B. Listing of Board of Directors and Key Officers (government agencies may submit Board of County Commissioners, City Council, etc.).
- C. Copy of Current Financial Statement and Audit Report and Management Letter. If you did not have an audit, please explain why in an attachment. If your audit is part of an entire county or city audit, please send the relevant pages only.
- D. If you are requesting funds for personnel, please attach a job description for the requested positions.
- E. You may provide letters of support (up to 5). The letter of support must specify how the supporting agency and your agency will work together to provide services to crime victims. If applicable, it should also discuss how you will ensure non-duplication of services. These letters are not required for continuation grants.
- F. Statement of your organization's mission or purpose.
- G. If you are a non-profit organization, please provide a 501(c)(3) tax-exempt certificate or evidence that such an application is in process. Government entities are not considered 501(c)(3) organizations, so do not need to attach anything for this item.

We will provide an applicant workshop to further explain the application process and to answer any questions you may have. We encourage you to attend the workshop. Please RSVP if you plan to attend.

Workshop will be held:

DATES: June 10th

TIME: 9:00 a.m. to 10:00 a.m.

PLACE: District Attorney's Office, 105 E. Vermijo, 4th floor conference room, Colorado Springs, CO 80903

RSVP TO: Kelly Kissell (719) 520-6211 or e-mail kellykissell@elpasoco.com