

THE 21<sup>ST</sup> JUDICIAL DISTRICT  
VICTIM ASSISTANCE AND LAW ENFORCEMENT BOARD

**VICTIM ASSISTANCE AND LAW ENFORCEMENT (VALE)  
2019 GRANT APPLICATION FORM  
GUIDELINES & INSTRUCTIONS**

**APPLICATIONS MUST BE RECEIVED AT:**

*21<sup>st</sup> Judicial District Attorney's Office  
ATTN: VALE Administrator  
P.O. Box 20,000 Department 5031  
Grand Junction, CO 81502*

**NO LATER THAN 4:00 PM ON SEPTEMBER 4, 2018**

**FOR QUESTIONS OR CONCERNS REGARDING GRANT APPLICATION OR APPLICATION, CONTACT:**

Jennifer Ballagh  
Local VALE Administrator  
District Attorney's Office  
Department 5031  
P.O. Box 20,000  
Grand Junction, CO 81502-5001  
(970) 244-1730

E-mail: [jennifer.ballagh@mesacounty.us](mailto:jennifer.ballagh@mesacounty.us)

# 21<sup>ST</sup> JUDICIAL DISTRICT VALE 2019 GRANT FUNDING PROCESS

## GERNERAL INFORMATION

The 21<sup>st</sup> Judicial District Victim & Witness Assistance and Law Enforcement (VALE) Board is authorized to enter into contracts for the purchase and coordination of victim and witness assistance services in the 21<sup>st</sup> Judicial District with persons or agencies that the Board deems appropriate.

**The priority use for moneys in the fund shall be the implementation of the rights afforded to crime victims pursuant to section 24-4.1-302.5 C.R.S. and the provision of the services delineated pursuant to sections 24-4.1-303 C.R.S. and 24-4.1-304 C.R.S. related to all crimes as defined by section 24-4.1-302(1) C.R.S..**

The 21<sup>st</sup> Judicial District VALE Board has also established the following local funding priority:

**Programs with a demonstrated effective response to victim needs, programs that will provide new or innovative approaches to meeting unmet victim service needs, and programs that provide direct victim services, crisis or emergency services.**

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 21<sup>st</sup> Judicial District VALE Board will consider grant requests submitted for new programs as well as those received for programs that are requesting funding continuation. The Board will give appropriate deference to the need for continuity in providing service to programs with a proven track record with the local VALE Board. The fact that an applicant meets eligibility requirements and applies for services within a priority funding category **does not** guarantee funding.

The following guidelines are for grant applicant reference and/or use as in preparing the grant application for funding consideration of a 21<sup>st</sup> Judicial District VALE Project/Personnel request. Compliance with grant application guidelines **will not** guarantee funding. Please read the applicable statutes, the entire application and guidelines **before** writing the grant application. We hope that this guide provides useful information and will be beneficial in completing the 2019 VALE grant application.

Copies of the statutes related to the disbursement of VALE funds are available on the Colorado State Government webpage at: [www.state.co.us](http://www.state.co.us).

For questions or concerns regarding grant application questions, contact:

**Jennifer Ballagh**  
**21<sup>st</sup> JD Local VALE Administrator**  
**District Attorney's Office**  
**Department 5031**  
**P.O. Box 20,000**  
**Grand Junction, CO 81502-5001**  
**(970) 244-1730**

**E-mail: [jennifer.ballagh@mesacounty.us](mailto:jennifer.ballagh@mesacounty.us)**

**Application available on-line at: <http://da.mesacounty.us/victim-and-witness-program/vale/>**

## GRANT APPLICATION WRITING TIPS

- **Plan ahead.**

Create a detailed work schedule that includes due dates for writing, editing, making changes and corrections, re-editing, proofreading, obtaining necessary signatures, and photocopying. It may help if only one person has the authority to direct the workflow associated with writing the grant application- if you have more than one, you run the risk of creating two different products and missing the application deadline. Keep in mind the general law of project design: *It always takes longer to do something than you think it will!*

- **Use clear and concise language.**

When you are writing the grant application, always fully define any abbreviations or jargon that you use. The grant application should be neat, clean and easy to read. Proofread for typographical and grammatical errors in the final copy.

- **Be thoughtful when cutting and pasting from a previous grant.**

Be sure to update all relevant information, particularly statistical data and contact information. *Remember: You will not have an opportunity to clarify, correct, change or add to the grant application after it is submitted.*

- **Proof read.**

Have someone unrelated to your work read the proposal. Merely passing the grant around your agency has limitations. Staff and volunteers may think they know what you mean or may be less than critical because of your role in the agency (or theirs).

- **Be succinct.**

Sometimes less really is more. A successful grant application will be just long enough to clearly communicate the purpose and impact of proposed project/personnel services. All goals/objective/performance measures/budget will be limited to expenses directly related to the 21<sup>st</sup> Judicial District VALE Project/Personnel requested for funding consideration.

- **Avoid unsupported assumptions.**

Assume that the 21<sup>st</sup> Judicial District VALE Board knows nothing about the proposed project/personnel, the grant applicant agency and about victim service community needs that the grant funded project addresses- *even if this is a request for continued funding.* There may be new Board members reviewing grant applications who are unfamiliar with prior projects. Any “beliefs” expressed in the grant application should be supported by ***evidence, current local statistics and/or other factual documentation.*** Provide sufficient evidence to demonstrate that the grant applicant agency has the requisite ability to sustain and offer the proposed services. The grant application will not provide space for pages of tables, charts and graphs. Provide reference cites and sources of data in the body of the grant application, particularly where required to do so.

- **Respond to every question whether applicable or not.**

Never leave a section of question blank; write “N/A” instead. **If a question does not have an answer, the grant application will be considered INCOMPLETE.**

- **USE MEASURABLE OBJECTIVES.**

Use and refer to measurable outcomes. The objectives of your proposal describe what your organization hopes to accomplish with your project. It also spells out the specific results or outcomes you plan to achieve. *Goals* should be broad statements describing what you intend to accomplish with grant funds. *Objectives* must be specific and measurable, and should answer the questions “What? Who? By when? How many? For whom? How?”

## GRANT APPLICATION GUIDELINES

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

### **Helpful Information Before You Begin:**

- **Read the statutes** that govern the funding determinations of the VALE Board. These are Colorado Revised Statutes 24-4.4-101 and 24-4.1-302. Copies of state statutes related to the allocation of VALE funds are available on the Colorado State Government webpage at [www.state.co.us](http://www.state.co.us) .
- **Review** the proposed activities of the project to determine applicability pursuant to state statutes and based upon the information contained in the 2019 Request for Proposal.
  - Is the request for **direct services** or related to the provision of direct services **to crime victims**?
  - Is the request **duplicating** victim services already in place in the 21<sup>st</sup> Judicial District?
  - Is the need for the proposed project **evidence based**?
  - Is the need **substantiated by current local statistical data**?
  - Is the project on that your agency will provide **in-kind support** to ensure success of services during and after grant funding.
  - Is your plan for **managing the project** realistic and reasonable considering personnel, time and fiscal resources currently available?
  - How will the project **measure the difference** grant funded services will make for a crime victim **from the crime victim's perspective**?
- **One** project per grant application. An agency may apply for multiple VALE grants but each project requires a separate application.
- **Read these guidelines** and call or email the VALE Administrator early, and often, when there are questions. This contact information is on the first page.
- **Comply with the VALE Grant Application format.**
- **ALL** information provided should be based on your agency 12-month calendar or fiscal calendar year.
- **DO NOT** copy of submit the instructions or checklist.
- **DO NOT** attach cover letters. *Cover letters are not required.*
- **DO NOT** place applications in binders or folders.
- **DO NOT** attempt to exceed the space provided for your responses.
- **DO NOT** include requests for funds to attend the annual COVA conference. You may apply for these funds, if they are available, through a separate application process that will be announced to grant recipients in 2019.
- **ALL** grant applicants will be required to make an oral presentation to the VALE board during November. Applicants will be notified of the presentation date and time in writing, after grant submission.
- **ALL** grant recipients shall be required to provide the Board with Project Assessment Reports quarterly on dates determined by the Board. If reports are not submitted on time or if the reports do not meet the expectations of the VALE Board, the VALE Board may withhold payment. The failure to return the form on the due date with needed information will jeopardize the current grant and future funding requests and result in a 5% reduction in grant amount approved.

- 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.
- All grant recipients will be subject to the terms and conditions set by the local VALE board.
- Contracts will begin on January 1, 2019 and will run for twelve months. Contracts will be funded on a quarterly or lump sum basis (for equipment only).

# GRANT APPLICATION INSTRUCTIONS

## **Section A: Cover Sheet**

### **1) Applicant Agency**

### **2) Project Director**

- This is the person who will be responsible for implementation of the project, if funded, and is the person we will contact if we have questions about your grant application.
- The Project Director's signature is required on the signature page of the application.
- Notifications regarding this grant application will be made by email; therefore, an email address is mandatory. It is the applicant's responsibility to keep the email address updated with VALE.

### **3) Total VALE Funds 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.

### **4) Type of Agency**

- 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 B: Project Concept/Design**

### **5) Applicant Agency Description and History**

- Provide a high-level description of your agency. Briefly describe your purpose or mission statement, the year of establishment, services offered by the *agency*, and the specific services provided to crime victims by your agency.
- What percentage of the agency is dedicated to service crime victims?

### **6) Problem Statement** (*this section does NOT refer to a national or global problem, nor does it refer to the internal needs of your organization such as "lack of money" Rather, it refers to a community problem/need in the service area of the 21<sup>st</sup> Judicial District.*)

- Why is this specific project needed to serve crime victims in the community? *The statement of need, or problem statement, should describe the problem, or the gap in services that is to be addressed. It should be specific and include some statistics that demonstrate the need.*
- You may include local information such as crime problems, crime statistics, underserved populations, estimated number of victims in need of the services proposed, clients accessing current services, community culture, and barriers to compliance with the Victims' Rights Act.
- Information provided should make a logical connection between your agency and the problem. Explain why your agency can address the problem. Two to three strong concise paragraphs should be sufficient.

### **7) Crime Victim Definition**

- What is your agency's definition of a crime victim for the purposes of this grant request?
- Are the victims your program serves direct or indirect victims?
- Describe how you identify the defined crime victims who will qualify for services under this grant request.
- What process do you use to count the defined crime victims? i.e., victims vs. services, avoiding double counting of victims, etc.
- What number of defined crime victims do you intend to serve by this project during this contract period? This refers to the time period January 1, 2019 - December 31, 2019.
- What number of crime victims were served in the last calendar year and how?
- This refers to the prior calendar or fiscal year.

**8) Project Description** *(Describe only that part of your program for which you are requesting funding. In many cases, the project is not the entire victim assistance program for your agency. For example, grant dollars may support a particular component of your program, i.e. children's counselor, hot line crisis calls, shelter, etc. Please describe the project that will be supported with these funds.)*

- This is your opportunity to explain in a clear and succinct way the project(s) and the services you are planning to provide specifically with these funds.
- Be sure to list any of the following services the program will provide: crisis counseling, follow-up services, therapy, group treatment/support, shelter/safe house, in-person information/referral, criminal justice support and advocacy, emergency financial assistance, emergency legal advocacy, Victim Compensation assistance, personal advocacy, telephone contact, SANE services, and victim assistance at crime scene.
- *If applying for more than one project, a separate grant application is required for each project.*
- The project's goals and objectives, and the budget request you include in this request should support the activities that are described in this section.
- If you are requesting funds for a new project, identify the other agencies in your community that are in agreement that this is a needed service.
- Please include which specific town(s), cities, and/or counties within the 21<sup>st</sup> Judicial District you plan to serve within the proposed project.
- If you are requesting funds for a new project, identify the other agencies in your community that are in agreement that this is a needed service.

**9) Coordination of Services**

- Are there other agencies in the 21<sup>st</sup> Judicial District, which provide similar services to crime victims?
- If yes, please describe the other agencies that provide similar services to crime victims in the counties/towns you identified in Paragraph 8.
- If yes, how do you currently, or will you, coordinate services with these programs in order to reduce the possibility of services?
- How are your services different from theirs?
- What is the nature and extent of your collaboration with these other agencies?

**10) Project Timeline and Work Plan** *(This section refers only to time specific or time sensitive areas of the project i.e. equipment purchase, training schedules including training of other agencies, attendance at in-state training, hiring of new staff, etc. Do not include day-to-day or ongoing service provision. Therefore, if you are requesting funds for salaries for ongoing service provision, you may skip this paragraph.)*

- The project timeline and work plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives.
- The applicant's strategy or design must include a description of project phases, tasks, activities, and staff responsibilities.
- The applicant's plan must include a time-task plan that clearly identifies objectives, major activities, and products for the duration of the project period.
- In preparing the timeline and work plan, applicants should make certain that all project activities will occur within the proposed project period.

**11) Victim's Rights Act** *(This section refers to how this project will address the implementation or provision or the rights and services afforded to victims and witnesses outlined in the Victim Rights Act Sections 24-4.14-302.5, 24-4.1-303, 24-4.1-304, and 24-4.2-105(4) C.R.S.)*

- Describe the services you will provide that are mandated in the Victim Rights Act.
- The 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.

**12) Describe the efforts of your agency to ensure that the crime victims served by your agency fully understand the rights afforded to them by the constitutional amendment.**

- 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.

**13) Describe the type of victim's rights training that has been provided to your staff/volunteers.**

**14) Describe the type of Victim Compensation training that has been provided to your staff/volunteers.**

## **Section C: Goals and Objectives**

### **15) Please list your goals & objectives for the purpose of your specific project funding request.**

- Whenever possible your goals and objectives should be structured similar to the samples provided below.
- *Goals* should be broad statements describing what you intend to accomplish with grant funds.
- Goals should be limited to a *maximum* of 3, with no more than 3 objectives for each goal.
- *Objectives* must be specific and measurable, and should answer the questions “What? Who? By when? How many? For whom? How?”
- Use numbers. Do NOT use percentages!
- You can use the "SMART" guideline for objectives. They should be:
  - Specific
  - Measureable
  - Action-Oriented
  - Realistic
  - Time-Specific

## **GOALS AND OBJECTIVES EXAMPLES**

### **DOMESTIC VIOLENCE PROJECTS - SAMPLE GOALS AND OBJECTIVES**

**GOAL 1:** THE MESA COUNTY DOMESTIC VIOLENCE PROJECT WILL PROVIDE EFFECTIVE VICTIM ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE.

**OBJECTIVE 1:** THE SAFEHOUSE COORDINATOR WILL FACILITATE 6,000 SHELTER NIGHTS TO 200 WOMEN AND 125 CHILDREN BY THE END OF THE 12-MONTH GRANT PERIOD.

**OBJECTIVE 2:** THE LEGAL ADVOCATE WILL PROVIDE PROTECTION ORDER ASSISTANCE TO 75 WOMEN BY THE END OF THE 12-MONTH GRANT PERIOD.

**OBJECTIVE 3:** A TOTAL OF 200 INDIVIDUAL COUNSELING SESSIONS WILL BE PROVIDED BY 2 CONTRACT CLINICIANS TO AN ESTIMATED 104 VICTIMS BY THE END OF THE 12- MONTH GRANT PERIOD.

### **VICTIM ASSISTANCE PROJECTS - SAMPLE GOALS AND OBJECTIVES**

**GOAL 1:** THE VICTIM ASSISTANCE COORDINATOR WILL PROVIDE DIRECT SERVICES TO MEET THE NEEDS OF CRIME VICTIMS IN MESA COUNTY.

**OBJECTIVE 1:** THE VICTIM ASSISTANCE COORDINATOR/VOLUNTEERS WILL PROVIDE ON SCENE CRISIS INTERVENTION TO 240 CRIME VICTIMS BY THE END OF THE 12-MONTH GRANT PERIOD.

**OBJECTIVE 2:** THE VICTIM ASSISTANCE COORDINATOR WILL MAINTAIN 2 VOLUNTEERS OR OTHER STAFF TO PROVIDE ON-CALL TRANSLATION TO 35 MONOLINGUAL CRIME VICTIMS BY THE END OF THE 12-MONTH GRANT PERIOD.

**OBJECTIVE 3:** THE VICTIM ASSISTANCE COORDINATOR WILL RECRUIT AND TRAIN 15 VOLUNTEERS WHO WILL PROVIDE COVERAGE 24 HOURS, SEVEN DAYS A WEEK TO CRIME VICTIMS DURING THE 12-MONTH GRANT PERIOD.

## **SEXUAL ASSAULT CRIME VICTIM SERVICES PROJECTS - SAMPLE GOALS AND OBJECTIVES**

**GOAL 1:** THE MESA COUNTY SEXUAL ASSAULT PROGRAM WILL PROVIDE DIRECT SERVICES TO MEET THE NEEDS OF SEXUAL ASSAULT CRIME VICTIMS IN MESA COUNTY.

**OBJECTIVE 1:** THE VOLUNTEER COORDINATOR, PROJECT DIRECTOR, AND VOLUNTEERS WILL PROVIDE RESPONSE (SEVEN DAY A WEEK, 24 HOURS PER DAY) TO 55 HOTLINE CALLS BY THE END OF THE 12-MONTH GRANT PERIOD.

**OBJECTIVE 2:** THE PROJECT DIRECTOR AND WOMEN'S ADVOCATE WILL PROVIDE 65 SEXUAL ASSAULT VICTIMS WITH ADVOCACY AT THE HOSPITAL BY THE END OF THE 12-MONTH GRANT PERIOD.

**OBJECTIVE 3:** THE WOMEN'S ADVOCATE WILL PROVIDE COURT ACCOMPANIMENT TO 50 SEXUAL ASSAULT VICTIMS BY THE END OF THE 12-MONTH GRANT PERIOD.

### **16) How will you evaluate whether or not this project has met its stated goals and objectives?**

- For the project as a whole or by listing each goal, whichever is more appropriate to your project, indicate the *intended impact* of the grant-funded activities. *Impact data* should answer the following questions — "What will these grant funds allow you to accomplish that you couldn't accomplish without them? What benefits will result from the following activities? And, how will you demonstrate that the funded activities have made a difference?"
- State specifically the methods you will use to collect the impact data.
- 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.
- Do you currently survey your clients to determine client satisfaction? *VALE* funding is meant to be *client-centered, not agency-centered. This question is meant to ensure that you are evaluating your program and making changes if necessary based on client feedback.*

### **17) Project Challenges**

- Every project will encounter some challenges. Please describe 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.
- What challenges do you envision in implementing your Project's Goals and Objectives?
- How do you plan to resolve these problems?

## **Section D: Budget Summary/Financial Information**

### **18) Total 12-Month Budget — Calendar Year, January 1 to December 31**

- Very carefully, review the *VALE Request for Proposals Announcement* for the types of expenses/services that are allowable.
- The total 12-month budget is divided into 5 budget categories: Personnel, Supplies and Operating, In-State Travel, Equipment, and Professional Services/Consultants. The following is a description of what to include in each category. (*All figures should be reported in whole dollars. Round up to the nearest dollar if the cents is \$.50 or more.*)NOTE: Total "Amount requested from VALE" plus the "Amount from all other sources for this position" *must* equal the "Annual Budget" line for each position or item requested. If the amounts do not equal, there is an error and you must correct your dollar figures.
- In the Budget Justification boxes, you must fully explain and justify the need for your request. This justification shall include the following for each expense for which you are requesting funding:
  - ✓ Describe the need for the position or item;
  - ✓ Describe the relationship between the position or item and the project goals and objectives;
  - ✓ Explain how the calculations were determined (be specific);
  - ✓ Explain any differences between this request and the current funding level. Increases in funding will not be considered if the increase is not fully explained.

### 18A) Personnel Request

- For *each* position being requested list the title, name of the employee (if available), and total # of hours per week this *position works for the agency*. This includes hours paid by your agency from all sources of funding, not only VALE funds being requested.
- The "Annual Budget" amount is the actual amount, not a full-time (FTE) equivalent, if the person is part-time.
- List each staff person as a separate position, even if you are requesting funds for two staff members with the same title. This includes positions in which two people job share the position.
- Salary: List total 12-month salary for this position in the "Annual Budget" column, then list how much of the 12-month salary is being requested from VALE in the "Amount Requested from VALE" column.
- Fringe/benefits: You *are not required to request fringe/benefits*. If you decide to do so, indicate the total 12-month costs of these benefits (i.e., employer's share of FICA, health insurance short / long term disability, etc.) for each position in "Annual Budget" column. Then list the 12-month amount your agency is requesting from VALE for fringe/benefits in the "Amount Requested from VALE" column. You may not request a higher percentage of benefits than the percentage of salary being requested. For example, if you request VALE to fund 50% of a position's salary, then the maximum you can request is 50% of the position's fringe benefits. (If fringe benefits are approved, you will be required to track the fringe benefits paid with VALE dollars in your accounting system).
- Position # totals: The amount requested from VALE boxes engages an automatic formula to calculate the totals for you.
- Amount from all other sources for this position:
  - List sources: List the specific name of *all* funding sources that contribute to the salary and fringe/benefits for each position (i.e., local VALE including the Judicial District, County funds, fundraising, private donations, etc.).
  - Total from all other sources: List the combined dollar amount of all other funding sources listed above that contributes to each position. NOTE: Total "Amount requested from VALE" plus the "Amount from all other sources for this position" *must* equal the "Annual Budget" line for each position or item requested. If the amounts do not equal, there is an error and you must correct your dollar figures. Complete this same process for each position that you are requesting VALE funds.

*Complete this same process for each position that you are requesting VALE funds.*

### Personnel Funds Justification:

- You must complete the PERSONNEL funds justification box of the application. In this section, you must fully explain and justify the need for each personnel funds request, *indicating whether this is a new or existing position*.

### 18B) Supplies and Operating Expenses

- All supplies and operating requests must be specific, itemized costs related to the project and costs less than \$5,000 per item. List items by major type (e.g., office supplies, computer software, training materials, tuition and/or registration fees for training/conferences, copy costs, rent, phone, postage, etc.) List the total 12-month agency cost of each item in the "Annual Amount" column, and then list the 12-month amount being requested from VALE in the "Amount Requested from VALE" column.
- List the combined dollar amount of all other funding sources that contribute to each listed expense in the "Amount Available/Anticipated from Other Sources" column. See example below:
- Supplies & Operating Justification: In this section, you must fully explain and justify the need for your Supplies & Operating funds request.
- Demonstrate how the costs were determined and *justify* the need for each specific line item. *Be sure to show the basis for computation if not already provided above*. Generally, supplies and operating requests such as rent and phone will correlate with the percentage of grant-funded activities (personnel). If the request exceeds the personnel percentage request, please provide a detailed explanation.

### SUPPLIES & OPERATING JUSTIFICATION EXAMPLE:

**TRAINING:** TWO VOLUNTEERS WILL BE ATTENDING THE XYZ TRAINING. THESE PARTICULAR VOLUNTEERS HAVE BEEN DONATING THEIR TIME TO OUR AGENCY FOR FIVE YEARS. THEY PROVIDE A LEADERSHIP ROLE AMONG THE VOLUNTEERS AND ATTENDING THIS CONFERENCE WILL PROVIDE AN OPPORTUNITY TO NETWORK WITH PEOPLE FROM OTHER AGENCIES AND LEARN NEW ASPECTS OF THE VICTIM ASSISTANCE FIELD.

**CELL PHONE REQUEST:** THE REQUEST IS FOR A CELL PHONE SERVICE FOR THE BILINGUAL VICTIM ADVOCATE. THE REQUEST ABOVE DEMONSTRATES HOW THE COSTS WERE DETERMINED. 50% OF THE VICTIM ADVOCATE'S TIME WILL BE PROVIDING SERVICES TO VICTIMS; THEREFORE, THE REQUEST IS FOR 50% OF THE PHONE COSTS.

**RENT:** OUR REQUEST IS FOR 20% OF THE ANNUAL COSTS.

**TELEPHONE COSTS (NON-CELL PHONES):** 50% OF THE MONTHLY COST OF TWO PHONE LINES AND LONG DISTANCE COSTS. THE FIRST PHONE LINE IS FOR THE BI-LINGUAL VICTIM ADVOCATE LISTED IN THE PERSONNEL SECTION AND THE SECOND LINE IS FOR USE BY AGENCY VOLUNTEERS, SPECIFICALLY ONE VOLUNTEER WHO WORKS IN THE OFFICE WITH THE BI-LINGUAL VICTIM ADVOCATE AND WHO FOLLOWS UP WITH MANY OF THE MONOLINGUAL LATINO VICTIMS.

### **18C) In-State Travel**

- Itemize travel expenses of project personnel by purpose (e.g., to attend training sessions, to transport clients, to attend conferences, etc.). Show mileage, lodging and meals separately. Tuition and registration fees should be listed as *operating expenses, not travel expenses*.
- List the total 12-month agency costs of each item in the "Annual Amount" column, and then list the 12-month amount being requested from VALE in the "Amount Requested from VALE" column.
- List the combined dollar amount of all other funding sources that contribute to each listed expense in the "Amount Available/Anticipated from Other Sources" column.
- Per-diem and expense rates are based on GSA standards. Refer to [www.gsa.gov](http://www.gsa.gov) for rates, high cost areas may vary. The reimbursement amount paid by the VALE Board is subject to change.
  - Mileage: .45 -.55 cents per mile
  - Per-diem: \$41- \$66 (*meals included in registration fees will not be reimbursed*)
  - Lodging: \$75 - \$125

### **18D) Equipment (durable, single item \$5,000 and over)**

- "Equipment" is defined as a durable, single item costing \$5,000 or more with a useful life of over one year.
- Equipment requests are carefully reviewed and rarely funded.
- Funds may only be used for equipment deemed essential in the proposed project/services as allowable. If requested and approved, additional forms would be required prior to purchase.
- 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.
- All grant applications containing a request for equipment purchases must be accompanied by **two (2) written, competitive bids**. All bids must meet the same specification; the state bid price should be utilized if at all possible; local vendors should be used whenever possible.
- Equipment purchase and payment must be made within 180 days of grant approval after which you must apply to the Board for an extension. Grant payments for equipment will be made upon presentation of an invoice.

### **18E) Professional Services/Consultants**

- List consultants or independent contractors who will provide services under the grant. List each consultant or type of service, the proposed hourly fee, and the amount of time to be spent on such services. Rates for professional services should not exceed federal per hour rate (this rate is set by Federal regulations) or the current federal rate for an eight-hour day. (If a higher rate is requested, a justification and approval by DCJ is required prior to implementation of the contract.)
- Note: If you are requesting funds in this budget category, you will be required to submit a DCJ Form 16, along with an original contract agreement between your agency and the Professional/Consultant outlining the services, price and/or terms agreed upon.

#### **Professional Services/Consultants Justification:**

- In this section, you must fully explain and justify both the need for these services and the rate of pay if not provided above.
- Explain why project staff cannot provide the proposed services of consultants and/or independent contractors. (Professional services

should be procured competitively. *Sole source contracts must be justified* and are subject to prior approval. Sole source is procurement through the solicitation of a proposal from only one source or after solicitation of a number of vendors when competition is determined inadequate.)

- Generally, a consultant is an independent contractor or an outside professional who offers his/her contracted services to the public at large, who controls their own work, does not require training, pays their own taxes, and has his/her own liability and worker's compensation insurance.

### **PROFESSIONAL SERVICES/CONSULTANTS JUSTIFICATION EXAMPLE:**

OUR AGENCY CURRENTLY HAS ONLY 2 DEDICATED STAFF MEMBERS TO PROVIDE CRISIS INTERVENTION/ADVOCACY SERVICES TO OUR CLIENTS. To MEET THE NEEDS OF OVER 300 CLIENTS TO BE SERVED ANNUALLY, WE FEEL THE NEED TO MAKE AVAILABLE ADDITIONAL INDIVIDUAL COUNSELING SERVICES TO NON-REPORTING DOMESTIC VIOLENCE VICTIMS. THE PROPOSED RATE FOR THE REQUESTED CONTRACTUAL CLINICAL SERVICES EXCEEDS THE FEDERAL RATE FOR PROFESSIONAL SERVICES OF \$56.25 PER HOUR. WE HAVE SURVEYED LOCAL CLINICIANS AND THE RATE OF \$70 IS REASONABLE GIVEN THE LEVEL OF CLINICAL EXPERTISE NEEDED TO SERVE THE SPECIAL NEEDS OF THIS POPULATION.

AS STATED IN OUR GOALS AND OBJECTIVES WE ESTIMATE THAT OF THE 300 CLIENTS SEEN, 200 INDIVIDUAL COUNSELING SESSIONS WILL BE NEEDED FOR APPROXIMATELY 104 VICTIMS.

IN THIS EXAMPLE GIVEN, THE RATE FOR PROFESSIONAL SERVICES EXCEEDED THE ALLOTTED HOURLY RATE THEREFORE JUSTIFICATION IS NEEDED.

### **18F) VALE Grant Request Summary (This chart summarizes all dollars by category)**

- This chart automatically summarizes all VALE FUNDS REQUESTED from each budget category.
- Remember to cross check your totals with this populated grid.

## **Section E: Agency Funding Information**

### **19) Necessary Funding Information – Please answer 19A OR 19B**

#### **19A) Continuation Applicants**

- Complete Section A if your agency *is currently* receiving VALE grant funds.
- Clearly and simply describe the *reasons* for the differences between this request for funding and your most recent/current grant award (i.e.: loss of funding, serving more victims, new functions, new service delivery area, etc.).
- Be sure to explain and justify any increased costs in *each* budget category.
- For personnel requests, indicate if you are requesting a new position. If you are requesting support for an existing position not currently funded by VALE funds, indicate how the position is currently funded.
- It is very important for you to explain and justify any increased costs in personnel, which may be due to such things as cost-of-living increases (be sure to describe how you arrived at your cost-of-living increase), increased percent of the position being requested, or an additional program component.
- Increases in percent of positions, or requests for new positions, must be fully justified by using *data* to support the need for the position.
- Competitive salary requests for increases should cite similar positions and salaries for your community. Local governments or Boards of Directors usually make merit raise determinations. Please cite if this is the case. If you are citing a cut of other funding sources, explain the impact on your agency's ability to provide services.

#### **19B) NEW Applicants**

Complete Section B if your agency *is not currently* receiving VALE grant funds (New Applicants).

- NEW applicants and should fill out this section. Describe how the requested budget items are currently being funded.

**20) Total Agency Revenues, Budget & Accounting – This section is to include the total agency revenue and expenditures for the last completed fiscal year**

- This section should contain your agency's *TOTAL* Revenues and Expenses from the most recently completed 12-month period (your agency's fiscal year could include various time periods i.e., January through December; July through June; October through September, etc.)
- These figures would be actual Revenues and actual Expenditures from your agency's accounting system/records.
- The individual responsible for your agency's financial records should obtain this information from the most recent audit and/or year-end statements.
- This section includes questions about financial recordkeeping, reconciliation, policy, procedure and audit processes.

**21) Please explain the percentage of your agency's budget used for crime victim services.**

- What percentage of your agency budget is used for services to crime victims?
- Please describe the crime victim services your agency provides.
- Provide any additional information you feel may be helpful.

**22) Describe how your agency tracks funds and services to ensure that it is not using VALE funds to provide services which could be or have been paid for by Victim's Compensation.**

- Describe your agency's process to verify whether services can be paid for by Victim's Compensation.

**23) Diversification of Funding**

- Please list all fundraising efforts and the total amount raised in calendar year 2017.
- Please list all sources of funding that you have solicited or plan to solicit (government, local VALE, foundations, etc.) for calendar year 2019. This includes fundraising events/campaigns.
- Include the time period in which these funds would be available.
- Indicate any funding reductions your agency experienced which will affect your revenues in calendar year 2019.
- How will future funding needs be met?

**Section F – Appendix/Attachments**

Please attach the following documents, as applicable to your application:

- ✓ Statement of your Organization's Mission and/or Vision
- ✓ Job Descriptions for VALE funded staff, *if applicable*
- ✓ Listing of Board of Directors and/or Key Officers, *if applicable*
- ✓ Letters of Support, *if applicable*
- ✓ Proof of non-profit status
- ✓ Most Recent Audit or Financial Review